

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. GS BUMED (b) (6) navy.mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00; West, Susan CIV CNRFC, N00; Hawthorne, Cheryl LCDR CNRFC, N64; Erdmann, Eric S Mr CIV USSOCOM NAVSOC (b) (6) socom.mil; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LT COMUSNAVSO/C4F, LEGAL; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Vercruysse, Peter S CIV NCIS, 11C; Seith, Kimberly A CIV NCTC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) LCDR NPC (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFEEN, 055R; Sharp, Ellen; (b) (6) CIV OCHR, 08; VanHorn, Liz G CIV SPAWARSSCEN-PACIFIC, 35200; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) CIV ONR, BU04C; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) LN1 FLTCYBERCOM/C10F, N00; McKay, Ronda; (b) (6) LT NRC, OOI; Fitzmaurice, Frank OGC, DGC; (b) (6) CIV OGC, DGC; (b) (6) CTR OGC, DGC; (b) (6) CIV RLISO, HAWAII
Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NCIS, 00L; (b) (6) CIV PACOM/J021; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; (b) (6) CIV HOMC, HOMC ARS; (b) (6) CDR SECNAV, PA Office; Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36; (b) (6) navy.mil
Subject: Privacy Quarterly Report 1st FY 14
Date: Monday, January 06, 2014 14:29:00
Attachments: [DON PRIVACY 803 Reporting Template 1-6-14.xlsx](#)
[PA QTR Reporting Instructions 1-6-14.docx](#)
[FY14_Q1_Civil Liberties Complaints Example.docx](#)

All,

We have received the new templates for the 1st Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter with the exception that DPCLO "DO NOT WANT YOU TO REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION". Instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB January 13, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

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2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email

the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: [Muck, Steve CIV SECNAV, DON CIO](#)
To: (b) (6) [CTR OPNAV, DNS-36](#); (b) (6) [CIV OPNAV, DNS-36C](#)
Cc: [Patterson, Robin L CIV OPNAV, DNS-36](#); (b) (6) [CIV SECNAV, DON CIO](#); (b) (6) [CIV SECNAV, DON CIO](#); [Daughety, Steve CIV SECNAV, DON CIO](#); (b) (6) [CIV ONR, BD04C](#)
Subject: FW: Privacy Quarterly Report 1st FY 14
Date: Wednesday, January 08, 2014 12:04:33
Attachments: [DON PRIVACY 803 Reporting Template 1-6-14.xlsx](#)
[PA QTR Reporting Instructions 1-6-14.docx](#)
[FY14_Q1_Civil_Liberties_Complaints_Example.docx](#)

(b) (6) and (b) (6), Navy components should not be using the FY14 Q1 Civil Liberties Complaint example to complete the quarterly Privacy Report. Civil Liberties complaints are handled through component legal, EEO, and IG offices and reported directly to DON CIO for consolidation each quarter. We have tried to remove component privacy offices from involvement in the CL process due to resource constraints.

Recommend you go out to original email recipients and tell them to disregard the CL complaint example in the attachment.

Steve

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Sent: Monday, January 06, 2014 2:30 PM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NOOJ; (b) (6) CIV CNRFC, N00J; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy mil; (b) (6) (b) (6) HMC COMPACFLT, N01H; (b) (6) (b) (6) navy mil; (b) (6) navy mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; (b) (6) (b) (6) CIV FLDSUPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; Beard, LaShandra LCDR NPC; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) (b) (6) CIV OCHR, 08; (b) (6) CIV SPAWARSYSCEN-PACIFIC, 35200; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy mil; (b) (6) CIV ONR, BD04C; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) ; (b) (6) LT NRC, OOJ; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC; (b) (6) CTR OGC, DGC; (b) (6) CIV RLISO, HAWAII
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Subject: Privacy Quarterly Report 1st FY 14

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Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) CTR OPNAV, DNS-36
To: [Daughety, Steve CIV SECNAV, DON CIO](#)
Cc: [Muck, Steve CIV SECNAV, DON CIO](#)
Subject: Privacy Quarterly Report 1st FY 14
Date: Wednesday, January 08, 2014 8:03:00
Attachments: [DON PRIVACY 803 Reporting Template 1-6-14.xlsx](#)

Dear Steve Daughety:

It that time again, I'm in the process of consolidating the Privacy Quarterly Report and need your input for the Advice Section if DONCIO gave any advice during this quarter. I remember a memo coming out about PIAs but I wasn't certain about that.

Please advise.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6580

From: (b) (6) CIV OPNAV, DNS-36C
To: Muck, Steve CIV SECNAV, DON CIO
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV SECNAV, DON CIO; (b) (6) CIV SECNAV, DON CIO; Daughety, Steve CIV SECNAV, DON CIO; (b) (6) CIV ONR, BD04C; (b) (6) CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C
Subject: RE: Privacy Quarterly Report 1st FY 14
Date: Wednesday, January 08, 2014 12:14:46

Steve:

Thanks..... It's been taken care of in a follow-up email.

Most Respectfully,

(b) (6)

-----Original Message-----

From: Muck, Steve CIV SECNAV, DON CIO
Sent: Wednesday, January 08, 2014 12:05 PM
To: (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV SECNAV, DON CIO; (b) (6) CIV SECNAV, DON CIO; Daughety, Steve CIV SECNAV, DON CIO; (b) (6) CIV ONR, BD04C
Subject: FW: Privacy Quarterly Report 1st FY 14

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Subject: Privacy Quarterly Report 1st FY 14

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Subject: RE: Privacy Quarterly Report 1st FY 14
Date: Wednesday, January 08, 2014 12:04:00
Attachments: [FY14 Q1 Privacy Complaints Example.doc](#)

All,

It has been brought to my attention that the wrong complaint sample was attached to the initial email. Please disregard the Civil Liberties complaint sample and used the attached for Privacy complaints.

Sincerely,

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PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
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Service center 202 685-0412

From: (b) (6) CTR OPNAV, DNS-36 on behalf of [DONFOIA-PA](#)
To: [German, David Paul CIV; \(b\) \(6\) CIV NAVAUDSVC; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA; \(b\) \(6\) LCDR, N097 DEA; \(b\) \(6\) CIV ONR, 01IG; \(b\) \(6\) CDR N6, N56](#)
Cc: (b) (6) CTR OPNAV, DNS-36G
Subject: Privacy Quarterly Report- Overdue!
Date: Wednesday, January 09, 2013 9:02:00
Attachments: [PA QTR Reporting Instructions 12-11-12.docx](#)
[Copy of 803 Quarterly DON Template FINAL 20121205.xlsx](#)
[FY13 Q1 Privacy Complaints.doc](#)

All,

DNS-36 has not received your command's 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. Therefore we are issuing a 24hr extension, please provide DNS-36 with your report by 8:00am January 10, 2013 so that DNS-36 can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

From: (b) (6) [CTR OPNAV, DNS-36G](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: (b) (6) [CIV OPNAV, DNS-36C](#)
Subject: DNS-36 input
Date: Friday, January 11, 2013 12:11:06
Attachments: [1st Q FY13 DNS-36 803 Quarterly DON Template FINAL 20121205.xlsx](#)

(b) (6)

Here's the input based on what has come through this office. The PAS's and any SORNs that E-2's don't report should be included in the consolidated report. If you think I've missed anything or made any mistakes, please let me know and I will make the necessary adjustments.

Thank you,

(b) (6)
PA/FOIA Specialist/Analyst/CTR
Department of the Navy
(b) (6)

DONFOIA-PA@navy mil

From: (b) (6) [CTR OPNAV, DNS-36G](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: report
Date: Monday, January 14, 2013 7:54:28
Attachments: [1st Q FY13 DNS-36 803 Quarterly DON Template FINAL 20121205.xlsx](#)

(b) (6)

I added the dates to the DNS-36 report.

R/

(b) (6)
PA/FOIA Specialist/Analyst/CTR
Department of the Navy
(b) (6)

DONFOIA-PA@navy mil

From: (b) (6) CTR OPNAV, DNS-36
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. GS BUMED (b) (6) navy.mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00; West, Susan CIV CNRFC, N00; Erdmann, Eric S MR CIV USSOCOM NAVSO (b) (6) socom.mil; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; Battie, Candy N CIV FLD SUPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) (b) (6) CIV NCIS, 001; Vercruysse, Peter S CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) M LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) nrl.navy.mil; Jones, Nancy B CIV NAVSAFECE, 055R; Sharp, Ellen; (b) (6) CIV OCHR, 08; (b) (6) CIV DONAA, OCHR; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV ONR, BD04C; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; McKay, Ronda; (b) (6) (b) (6) USNA.EDU; (b) (6) LT NRC, 001; (b) (6) CIV OGC, DGC; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David Paul CIV; Eldred, Joseph J LCDR
Cc: Hawthorne, Cheryl LCDR CNRFC, N64; Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36 (b) (6) navy.mil; (b) (6) (b) (6) CIV NSWCCD West Bethesda, 007; (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV NAVINSGEN, N00K; (b) (6) CIV HQMC, HQMC ARS; (b) (6) OGC, DGC; (b) (6) CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 09P
Subject: Privacy Quarterly Report 2nd FY 14
Date: Thursday, March 13, 2014 6:57:00
Attachments: [DON PRIVACY 803 Reporting Template 3-12-14.xlsx](#)
[FY14 Q2 Privacy Complaints Example.doc](#)
[PA QTR Reporting Instructions 3-12-14.docx](#)

All,

We have received the new templates for the 2nd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO) early.

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB April 10, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) [CIV NSWCCD West Bethesda, 007](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report 2nd FY 14
Date: Thursday, March 13, 2014 7:41:06

Good Morning,

Please remove me from this Distro list. I no longer work at NAVSEA. Thank you, (b) (6)

(b) (6), SFPC
Security Manager
Naval Surface Warfare Center Carderock Division
Office: (b) (6)
Cell: (b) (6)
email: (b) (6)@navy.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Thursday, March 13, 2014 6:57 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Erdmann, Eric ; (b) (6) CDR JAGC, USN; (b) (6)@navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6)@navy.mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6)@nexweb.org; (b) (6)@nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 00L; Vercruysse, Peter S CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) M LCDR PERS-46, PERS-466; (b) (6)@nps.edu; (b) (6)@navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08; (b) (6) CIV DONAA, OCHR; (b) (6) LCDR, N097 DEA; (b) (6)@navy.mil; (b) (6)@navy.mil; (b) (6) CIV ONR, BD04C; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6)@navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; McKay, Ronda ; (b) (6) ; (b) (6) LT NRC, OOJ; (b) (6) CIV OGC, DGC; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David Paul CIV; Eldred, Joseph J LCDR
Cc: Hawthorne, Cheryl LCDR CNRFC, N64; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36; (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV NSWCCD West Bethesda, 007; (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV NAVINSGEN, N00K; (b) (6) CIV HQMC, HQMC ARSF; (b) (6) OGC, DGC; (b) (6) CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 09P
Subject: Privacy Quarterly Report 2nd FY 14

All,

We have received the new templates for the 2nd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO) early.

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints

should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB April 10, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della.; German, David Paul CIV; (b) (6) LCDR, N097 DEA;
(b) (6) CIV CHINFO, OI-8; (b) (6) CIV CNIC HO, N00; (b) (6) LT COMUSNAVS0/C4F;
(b) (6) JAG; (b) (6) LCDR NOSC ORLA, RLSO; (b) (6) navy.mil; (b) (6) LN1
(b) (6) navy.mil; Claussen, Roger R CIV CORB, CORB; (b) (6) FLTCYBERCOM/CIOF, N00; Hopgood, Vanessa.; Battle, Candy N CIV FIDSUPPACT, FSA-01A; (b) (6) CIV
NAVAUDSVC; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CDR JAGC, USN;
(b) (6) navy.mil; (b) (6) CIV NAVFAC HO, FM; (b) (6) CDR NAVINSGEN, N57;
(b) (6) CDR NR VTU IDC REG SW, 6519R; (b) (6) CIV CNRFC, NOO; West, Susan CIV
CNRFC, NUO; Jones, Nancy B CIV NAVSAFECEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; Erdmann, Eric;
(b) (6) CIV; (b) (6) CIV NAVSUP HO, OLC; (b) (6) CDR, NAVWARCOL NWC; (b) (6)
(b) (6) RUDCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Campbell,
David CIV NCIS, 00L; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV
NETC, Legal; (b) (6) LT NHRL, Operations; Coover, Joshua T CIV OASN (FM&C), FMO; (b) (6) CIV
OCHR, 08; (b) (6) CIV OCHR, 082; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) (b) (6)
(b) (6) CIV ONR, 011G; (b) (6) CIV SPAWAR, 35000; (b) (6) (b) (6) Alvers, Linda J CIV USFF, N01P;
(b) (6) (b) (6) LT NRC, 00J; (b) (6) navy.mil; (b) (6) nexweb.org;
(b) (6) navy.mil
Cc: Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA
09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daugherty, Steve CONT
SECNAV, DONCIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6)
(b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report
Date: Wednesday, March 20, 2013 13:40:00
Attachments: [20130401_FY13_Q2 Privacy Complaints Draft.doc](#)
[PA QTR Reporting Instructions 3-18-13.docx](#)
[Copy of 803 Quarterly DON Template FINAL.xlsx](#)

All,

We have received the new templates for the 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column I) on the SORN Review Report. This column is the same information that was requested on the SORN Review Report 93-2007 that was recently sent to the Privacy Community. Please use the results from your efforts of all SORNs reviewed so far as part of that initiative and any other SORNs reviewed for this quarter.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box and then chop in the Tasker system to indicate completion by COB April 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information on the service center line at 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,

Robin Patterson
Head, DON PA/FOIA Office
DNS-36
Service center 202 685-0412

From: (b) (6) [CTR OPNAV, DNS-36G](#)
To: (b) (6) [LT NHHC, OPS](#)
Cc: (b) (6) [CTR OPNAV, DNS-36](#); (b) (6) [CIV OPNAV, DNS-36C](#)
Subject: Navy Privacy
Date: Tuesday, June 18, 2013 13:29:11

Lt (b) (6)

Lt (b) (6) was the Privacy contact for NHHC. When I inquired as to who would be taking on Lt (b) (6)s responsibilities for Privacy related issues, I was given your name. Are you the correct person? And, if not, can you refer me to the correct individual?

The current need to identify the correct individual is related to determining to whom we should send the Quarterly Privacy Report. NHHC is not the cognizant owner of any SORNs, So, unless NHHC has received a Privacy Act complaint this quarter, we anticipate a negative report; however, we need the appropriate individual at NHHC to respond to the report tasking and let us know this information.

I would greatly appreciate any assistance you can provide regarding this issue.

Sincerely,

(b) (6)
PA-FOIA Specialist/Analyst CTR
Department of the Navy
(b) (6)

DONFOIA-PA@navy mil

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. GS BUMED (b) (6) navy.mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00; West, Susan CIV CNRFC, N00; Erdmann, Eric S MR CIV USSOCOM NAVSO; (b) (6) socom.mil; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; Battie, Candy N CIV FLDSUPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 001; Vercruysse, Peter S CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) M LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFEEN, 055R; Sharp, Ellen; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; McKay, Ronda; (b) (6) (b) (6) USNA.EDU; (b) (6) CIV OGC, DGC; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David Paul CIV; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 001
Cc: Hawthorne, Cheryl LCDR CNRFC, N64; Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) @navy.mil; (b) (6) CIV OPNAV, DNS-3; (b) (6) CTR OPNAV, DNS-36; (b) (6) navy.mil; (b) (6) CIV NAVSEA, SEA 00P; (b) (6) CIV NAVINSGEN, N00K; (b) (6) OGC, DGC; (b) (6) (b) (6) CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 00P; (b) (6) CIV (b) (6) @usmc.mil
Subject: Privacy Quarterly Report 3rd FY 14
Date: Thursday, June 19, 2014 13:24:00
Attachments: [DON PRIVACY 803 Reporting Template 6-17-14.xlsx](#)
[FY14 Q3 Privacy Complaints Example.doc](#)
[PA QTR Reporting Instructions 6-17-14.docx](#)

All,

We have received the templates for the 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO) early.

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

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Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) [CTR OPNAV, DNS-36](#) on behalf of [DONFOIA-PA](#)
To: (b) (6) [CDR CHINFO Executive Assistant; DONFOIA-PA](#)
Cc: (b) (6) [YNC CHINFO, OI-1](#)
Subject: RE: Privacy Quarterly Report 3rd FY 13
Date: Tuesday, July 02, 2013 14:41:24

Dear Commander (b) (6) and YNC (b) (6) :

The Privacy Report also has SORN Reviews section in which CHINFO will need to list their two SORNs as being reviewed and provide answers to the questions by selecting the appropriate drop down. On the other 803 Report which allow for reporting the complaints, review of the Privacy Act Statement (PAS) and contractor responsibilities you will need to provide if any review were done on PAS. Contractor Responsibilities will be yes for both questions and complaint will be zero.

The two CHINFO SORNs are listed below:

Review Actions:

SORN #

Exemptions

CFR

Command/ Cognizance

Date of last Review

SORN Title

FR Citation

Publication Date

Reviewed-No Change

N05726-1 <<http://dpcllo.defense.gov/privacy/SORNs/component/navy/N05726-1.html>>

CHINFO

5/14/2013

Leaders to Sea Database

76 FR 6767

February 8, 2011

Reviewed-No Change

NM05724-1 <<http://dpclo.defense.gov/privacy/SORNs/component/navy/NM05724-1.html>>

CHINFO

5/14/2013

Fleet Hometown News System (FHNS) Records

77 FR 27745

May 11, 2012

If you have any further questions please feel free to call or email.

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

-----Original Message-----

From: (b) (6) CDR CHINFO Executive Assistant

Sent: Tuesday, July 02, 2013 11:23 AM

To: DONFOIA-PA

Cc: (b) (6) YNC CHINFO, OI-1

Subject: RE: Privacy Quarterly Report 3rd FY 13

Good Morning, (b) (6)

CDR (b) (6) here, and I am the Privacy Point of contact for CHINFO.

After pulsing our command here in the Pentagon and our lower echelon commands -- we have no complaints regarding privacy violations to report.

We reviewed the forms and it appears they are only for reporting any complaints, so please let me know if you require any additional information to get CHINFO checked off the list.

Thank you very much and have a wonderful July 4th holiday.

V/r

CDR (b) (6)

CDR (b) (6), APR

CHINFO EA

Room 4B463

Office: (b) (6)

Blackberry: (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA

Sent: Wednesday, June 19, 2013 8:28

To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Erdmann, Eric ; (b) (6) navy mil <[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6) navy.mil <[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6) LT COMUSNAVSO/C4F, JAG; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV NCIS, 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; Dupuy, Stephen J CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) nps.edu <[mailto:\(b\) \(6\)@nps.edu](mailto:(b) (6)@nps.edu)> ; (b) (6) on@nrl.navy.mil

<[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6)@usnwc.edu
<[mailto:\(b\) \(6\)@usnwc.edu](mailto:(b) (6)@usnwc.edu)> ; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6)
(b) (6)@navy.mil <[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6) navy mil
<[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6) A CIV ONR, 01IG; Claussen, Roger R CIV CORB, CORB; Gordon,
June Lani L CIV SPAWAR, 35000; (b) (6)@navy.mil <(b) (6)@navy.mil> ;
(b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) ; (b) (6) CIV CHINFO, OI-8;
(b) (6) ; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CDR NAVINSGEN,
N57; (b) (6) CDR JAGC, USN; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head;
(b) (6) CIV NAVSUP HQ, OLC; Bates, Michael M CAPTAIN FORCE JUDGE ADVOCATE,
PENSACOLA; (b) (6) CIV OASN (FM&C), FMO; (b) (6)@navy.mil
<[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6)@nexweb.org <[mailto:\(b\) \(6\)@nexweb.org](mailto:(b) (6)@nexweb.org)> ;
's (b) (6)@navy.mil; (b) (6)@navy.mil <[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)> ; (b) (6)
CIV PACOM, J0213

Cc: Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV
NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety,
Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-
36G; (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV PACOM/J021

Subject: Privacy Quarterly Report 3rd FY 13

All,

We have received the new templates for the 3rd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column H) entitled "FAR Clauses Included in Contract", which is highlighted in red on the SORN Review Report and has deleted the OMB Approval tab from the quarterly report. Please include the results from the SORN Review Report 93-2007 initiative that was recently sent to the Privacy Community and any other SORNs reviewed for this quarter.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL <<mailto:DONFOIA-PA@NAVY.MIL>> email box, and then chop in the Tasker system to indicate completion by COB July 9, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

The Privacy Team, (b) (6), (b) (6), and (b) (6) Traaen can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL <<mailto:DONFOIA-PA@NAVY.MIL>> email box.

Your support in this effort is greatly appreciated.

Respectfully,

Robin Patterson

Head, DON PA/FOIA Program Office

DNS-36

Service center 202 685-0412

From: (b) (6) CTR OPNAV, DNS-36
To: [Daughety, Steve CIV SECNAV, DON CIO](#)
Subject: NAVY Privacy Quarterly Report
Date: Friday, July 11, 2014 12:55:00
Attachments: [NAVY FINAL-Quarterly Privacy Report 3QTR FY14 \(7-9-14\).xlsx](#)
[NAVAIR Privacy Complaints JULY 2014.doc](#)

Dear Steve:

Attached is Navy 3rd Qtr Report.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. GS BUMED (b) (6) navy.mil);
(b) (6) navy.mil"; Alvers, Linda J CIV USFE, N01P; (b) (6) CIV CNIC HQ, N00; Hawthorne,
Cheryl LCDR CNRFC, N64; Erdmann, Eric S Mr CIV USSOCOM NAVSO; (b) (6) socom.mil);
(b) (6) CDR JAGC, USN; (b) (6) navy.mil"; (b) (6) HMC COMPACFLT,
NDTH; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F, JAG; Battie, Candy N CIV
FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV
NAVSUP; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA.00A; (b) (6) CIV;
(b) (6) CIV NAVSUP HQ, OLC; (b) (6) @nexweb.org"; (b) (6) nexweb.org; (b) (6)
(b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith,
Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy,
Stephen J CIV OJAG, CODE 13; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu";
(b) (6) navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen; (b) (6) CIV OCHR, 08;
(b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil); (b) (6) CTR ONRA, BD04;
(b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Clausen, Roger R CIV CORB, CORB;
(b) (6) CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil); (b) (6)
LNT FLTCYBERCOM/C10F, N00; McKay, Ronda; (b) (6) (b) (6) USNA.EDU); (b) (6) CTR
OGC, DGC; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David
Paul CIV; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG
Cc: (b) (6) CIV CNRFC, N00J; West, Susan CIV CNRFC, N00J; Patterson, Robin L CIV NAVSEA, SEA COS
(b) (6) navy.mil); (b) (6) CIV OPNAV, DNS-3; Witt, Maria CTR OPNAV, DNS-36
(b) (6) navy.mil); (b) (6) CIV NAVSEA, SEA 00P; (b) (6) CIV NAVINSGEN, N00K;
(b) (6) OGC, DGC; (b) (6) CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 00P;
(b) (6) CIV (b) (6) usmc.mil
Subject: Privacy Quarterly Report 4th FY 14
Date: Tuesday, September 16, 2014 11:02:00
Attachments: [DON PRIVACY 803 Reporting Template 9-16-14.xlsx](#)
[FY14_Q4_Privacy_Complaints_Example.doc](#)
[PA QTR Reporting Instructions 9-16-14.docx](#)

All,

We have received the templates for the 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB October 8, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00J; West, Susan CIV CNRFC, N00J; Erdmann, Eric S MR CIV USSOCOM NAVSO; (b) (6) socom.mil; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) EMCS MOTOR POOL, N0044; (b) (6) navy.mil; (b) (6) LNI FLTCYBERCOM/C10F, N00; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Mickay, Ronda; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVFAC HQ, FM; Jones, Nancy B CIV NAVSAFEEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) navy.mil; German, David Paul CIV; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC, Legal; Garcia, Della; (b) (6) (b) (6) navy.mil; (b) (6) LT NHHC, OPS; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) CIV NCIS, UOL; (b) (6) CIV NAVAUDSVC; (b) (6) (b) (6) CTR ONRA, 04; Claussen, Roger R CIV CORB, CORB; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) (b) (6) CIV ONR, 01IG; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) nps.edu; Sharp, Ellen; (b) (6) OGC, DGC; (b) (6) LT NRC, OOL; (b) (6) CDR CINOMA, NAFW; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSOC/C4F, SJA; (b) (6) LTCOMUSNAVSOC/C4F, LEGAL; Eldred, Joseph J LCDR; (b) (6) CIV NAVSUP
Cc: (b) (6) CIV PACOM/J021; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Nenonene, Aku D CIV NAVSEA, SEA 09P; Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-36; (b) (6) CTR OPNAV, DNS-36; (b) (6) navy.mil; Daughety, Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO
Subject: Privacy Quarterly Report 4th FY 13
Date: Friday, September 20, 2013 8:28:00
Attachments: [DON PRIVACY 803 Reporting Template 9-19-13.xlsx](#)
[PA QTR Reporting Instructions 9-19-13.docx](#)
[PRIVACY 803 Complaints Example.doc](#)

All,

We have received the new templates for the 4th Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter and instructions for filling out the forms have been included for your assistance.

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Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) [CTR OSD ODAM \(US\)](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: (b) (6) [CTR OSD ODAM \(US\)](#); (b) (6) [CTR OSD ODAM \(US\)](#); (b) (6) [CTR OSD ODAM \(US\)](#)
Subject: RE: PA 4th Qtr Report
Date: Wednesday, October 02, 2013 14:28:31

(b) (6).

It has been discussed that a day for day extension be given for each day of furlough. More information will be provided at a later date when the furlough is over.

r/s

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 [[mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)]
Sent: Wednesday, October 02, 2013 10:47 AM
To: (b) (6) CTR OSD ODAM (US)
Subject: PA 4th Qtr Report

Dear (b) (6) :

Do you know if DPCLC will provide an extension for the Privacy 4th Quarterly Report?

The majority of my Privacy Coordinators here at the Navy are furloughed.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. GS BUMED (b) (6) navy.mil);
" (b) (6) navy.mil"; Alvers, Linda J CIV USFE, N01P; (b) (6) CIV CNIC HQ, N00; Hawthorne,
Cheryl LCDR CNRFC, N64; Erdmann, Eric S Mr CIV USSOCOM NAVSO (b) (6) socom.mil);
(b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT,
N01H; (b) (6) navy.mil; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6)
(b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; (b) (6) CIV; (b) (6) CIV NAVSUP
HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band,
Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal;
(b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13;
(b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B
CIV NAVSAFEEN, 055R; Sharp, Ellen; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097;
(b) (6) " (b) (6) navy.mil; (b) (6) CTR ONRA, B004; (b) (6) CIV ONR, 41; Phillips,
Timothy L CAPT, Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV
SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA
Office; (b) (6) CDR CINOMA, NAFW; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 00J; (b) (6)
(b) (6) LT COMUSNAVSOC/C4E, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV NAVSEA, SEA COS (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report
Date: Monday, October 06, 2014 7:50:00

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00J; West, Susan CIV CNRFC, N00J; Erdmann, Eric S MR CIV USSOCOM NAVSO; (b) (6) socom.mil; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) EMICS MOTOR POOL, N0044; (b) (6) navy.mil; (b) (6) LNI FLTCYBERCOM/C10F, N00; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Mickay, Ronda; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Evans, Mary E. CIV NAVAIR 711000A (b) (6) CIV NAVFAC HQ, FM; Jones, Nancy B CIV NAVSAFEEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) navy.mil; German, David Paul CIV; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC, Legal; Garcia, Della; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) LT NHHC, OPS; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) CIV NCIS, UOL; (b) (6) CIV NAVAUDSVC; (b) (6) (b) (6) CTR ONRA, 04; Claussen, Roger R CIV CORB, CORB; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) (b) (6) CIV ONR, BD04C; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) nps.edu; Sharp, Ellen; (b) (6) OGC, DGC; (b) (6) LT NRC, OOI; (b) (6) CDR CNOMA, NAFW; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSOC/C4F, SJA; (b) (6) LTCOMUSNAVSOC/C4F, LEGAL; Eldred, Joseph J LCDR; (b) (6) CIV NAVSUP
Cc: (b) (6) CIV PACOM/J021; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Nenonene, Aku D CIV NAVSEA, SEA 09P; Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36 (b) (6) navy.mil; Daughety, Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO
Subject: Privacy Quarterly Report 4th FY 13 Extension
Date: Tuesday, October 08, 2013 14:28:00

Dear DON Privacy Community:

Based on the furlough, the Defense Privacy Civil Liberties Office (DPCLO) has granted an extension on the Privacy 4th Quarter Report.

Please submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB October 16, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

To those of you who have already submitted your report, you can disregard this email.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: (b) (6) CTR OPNAV, DNS-36
To: (b) (6) CIV CNIC HQ, N00; (b) (6) HMC COMPACFLT, N01H; Erdmann, Eric S Mr CIV
USSOCOM NAVSOC; (b) (6) socom.mil; (b) (6) CIV NAVFAC HQ, FM; (b) (6)
CIV SEA 00A, Dep Director, Command Admin Svcs; Sharp, Ellen; (b) (6) CIV NAVSUP; (b) (6)
(b) (6) CDR JAGC, USN; Eldred, Joseph J LCDR; (b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 8; Seith,
Kimberly A CIV NETC, Legal; (b) (6) " (b) (6) navy.mil; Dupuy, Stephen J CIV OJAG, CODE 13;
(b) (6) LT NCIS, Code 00L; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6)
CDR SECNAV, PA Office; Zeigler, Richard D, Assistant to the General Counsel; (b) (6) OGC, DGC;
(b) (6) CDR CNOMA, NAFW; (b) (6) CIV OCHR, 01N
Cc: Patterson, Robin L CIV NAVSEA, SEA COS; (b) (6) navy.mil; (b) (6) CIV OPNAV, DNS-3; Dolan,
Ginger CIV NAVSEA, SEA 00A
Subject: Privacy Quarterly Report- Overdue!
Date: Thursday, October 09, 2014 9:13:00
Attachments: [803QuarterlyPrivacyTemplate.xlsx](#)
[FY14 Q4 Privacy Complaints Example.doc](#)
[PA QTR Reporting Instructions 9-16-14.docx](#)
Importance: High

All,

DNS-36 has not received your command's 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. DNS-36 needs your report so we can meet DONCIO's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: [Garcia, Della W. GS BUMED](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Unresolve Complaints
Date: Friday, October 18, 2013 14:47:52

Good afternoon. According to our folks, " Each complaint forwarded on your list has not been resolved. Requests to expunge erroneous data from the electronic health records for beneficiaries seen and treated at Navy Medicine facilities. These complaints have been vetted to the next level for correction by our local MHS team."

v/r Della

Della W. Garcia
FOIA/PA Paralegal Specialist
Bureau of Medicine and Surgery
Medical-Legal Affairs Office
7700 Arlington Blvd Ste 5124
Falls Church, VA 22042-5124

COMM (703) 681-8970

(b) (6) [navy.mil](#)

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-----Original Message-----

From: (b) (6) [CTR OPNAV, DNS-36](#)
[mailto:\(b\) \(6\)@navy.mil](#)
Sent: Wednesday, October 16, 2013 8:18 AM
To: Garcia, Della W. GS BUMED
Subject: Unresolve Complaints

Dear Della Garcia:

Attached are the unresolved complaints reported for last quarters FY13 3rd Quarter Privacy Report by Naval Medical Center Portsmouth, I just need to know if the complaints were resolved and their final dispositions.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36
To: [Clemons, Karen R CIV DON/AA](#)
Subject: Privacy 4th FY13 QTR Report
Date: Monday, October 21, 2013 11:18:00
Attachments: [BCNR PRIVACY 803 Reporting Template 9-19-13.xlsx](#)
Importance: High

Dear Karen Clemons:

Per our phone conversation, the following questions were answered in response to the Privacy Act Report:

How many SORN were reviewed this quarter?
BCNR has not reviewed any SORNs this quarter-zero.

How many Privacy Act Statements (PAS) were reviewed this quarter?
BCNR has not reviewed any PAS this quarter-zero.

How many complaints have you received this quarter?
BCNR has not had any complaints-zero.

The attached report reflect the answers above. Please review and confirm that this is correct.

FYI, I thought I should send an email to confirm what we discussed but also so you could have for your records.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: [Clemons, Karen R CIV DON/AA](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy 4th FY13 QTR Report
Date: Monday, October 21, 2013 11:40:37

Thanks.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, October 21, 2013 11:18
To: Clemons, Karen R CIV DON/AA
Subject: Privacy 4th FY13 QTR Report
Importance: High

Dear Karen Clemons:

Per our phone conversation, the following questions were answered in response to the Privacy Act Report:

How many SORN were reviewed this quarter?
BCNR has not reviewed any SORNs this quarter-zero.

How many Privacy Act Statements (PAS) were reviewed this quarter?
BCNR has not reviewed any PAS this quarter-zero.

How many complaints have you received this quarter?
BCNR has not had any complaints-zero.

The attached report reflect the answers above. Please review and confirm that this is correct.

FYI, I thought I should send an email to confirm what we discussed but also so you could have for your records.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36
To: (b) (6) [CDR SECNAV, PA Office](#)
Subject: Privacy 4th FY13 QTR Report
Date: Monday, October 21, 2013 13:16:00
Importance: High

Dear Commander (b) (6) :

Per our phone conversation, CHINFO has a negative report for this quarter.

Please confirm.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36
To: (b) (6) [CIV ONR, BD04C](#)
Subject: Privacy 4th Qtr Report
Date: Monday, October 21, 2013 11:07:00
Attachments: [ONR PRIVACY 803 Reporting 10-21-13.xlsx](#)
Importance: High

Dear (b) (6) :

Per our phone conversation, the following questions were answered in response to the Privacy Act Report:

How many SORN were reviewed this quarter?
ONR has not reviewed any SORNs this quarter-zero.

How many Privacy Act Statements (PAS) were reviewed this quarter?
ONR has not reviewed any PAS this quarter-zero.

How many complaints have you received this quarter?
ONR has not had any complaints-zero.

Last quarter you reported an unresolved complaint, Has that complaint been resolved? If possible please include the action that was taken to resolved the complaint.
The complaint was resolved.

The attached report reflect the answer above. Please review and confirm that this is correct.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) [CIV ONR, BD04C](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy 4th Qtr Report
Date: Monday, October 21, 2013 11:09:23

All is correct. Thanks!

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, October 21, 2013 11:07
To: (b) (6) CIV ONR, BD04C
Subject: Privacy 4th Qtr Report
Importance: High

Dear (b) (6) :

Per our phone conversation, the following questions were answered in response to the Privacy Act Report:

How many SORN were reviewed this quarter?
ONR has not reviewed any SORNs this quarter-zero.

How many Privacy Act Statements (PAS) were reviewed this quarter?
ONR has not reviewed any PAS this quarter-zero.

How many complaints have you received this quarter?
ONR has not had any complaints-zero.

Last quarter you reported an unresolved complaint, Has that complaint been resolved? If possible please include the action that was taken to resolved the complaint.
The complaint was resolved.

The attached report reflect the answer above. Please review and confirm that this is correct.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36 on behalf of [DONFOIA-PA](#)
To: [osd.ncr.odam.mbx.dpclo-correspondence@mail.mil](#); (b) (6) [CIV OSD ODAM \(US\)](#)
(b) (6) [mail.mil](#)
Cc: [Patterson, Robin L CIV NAVSEA, SEA COS](#); (b) (6) [navy.mil](#); (b) (6) [CIV OPNAV, DNS-36C](#)
Subject: Unresolved complaints reported last (3rd) quarter
Date: Monday, October 21, 2013 15:20:00
Attachments: [FY13 pending complaints reported 7-18-13.docx](#)

Dear Sir or Madam:

Your will find attached the current status and/or disposition of pending complaints that were reported for last (3rd) Quarter FY 13 Privacy Report for Navy.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: (b) (6) CIV ONR, 011G; Alvers, Linda J CIV USFF, N01P; (b) (6) CTR CNIC HQ, N00; (b) (6) CIV CNIC HQ, N00; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV NETC, Legal; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NCIS, 00L; (b) (6) A MUCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA; (b) (6) CIV; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; Dupuy, Stephen J CIV OJAG, CODE 13; Evans, Mary E, CIV NAVAIR 711000A; (b) (6) LT NHHC, Operations; German, David Paul CIV; (b) (6) (CIV); (b) (6) CDR JAGC, USN; Gordon, Lani CIV SPAWAR, 35000; (b) (6) navy.mil; (b) (6) CIV NAVFAC HQ, FM; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) CDR N6, N56; (b) (6) CDR Naval War College; (b) (6) CIV NAVAUDSVC; (b) (6) LNI FLTCYBERCOM/C10F, N00; (b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 082; West, Susan CIV CNRFC, N00; (b) (6) navy.mil; Erdmann, Eric; (b) (6) "; (b) (6) navy.mil"; (b) (6) navy.mil; (b) (6) usna.edu; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) Garcia, Della; (b) (6) CIV CHINFO, OI-8; (b) (6) LCDR, N097 DEA
Cc: (b) (6) CAPT OPNAV, VCN0; (b) (6) CIV NAVINSGEN, N00K; (b) (6) CIV NAVINSGEN, N1B; (b) (6) CAPT NAVINSGEN, N00L; (b) (6) LCDR OPNAV, N09; (b) (6) CIV OGC, NLO; (b) (6) CIV NAVOBSY, 01L; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CIV CPF N00J; Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report
Date: Tuesday, December 11, 2012 15:08:00
Attachments: [PA QTR Reporting Instructions 12-11-12.docx](#)
[Copy of 803 Quarterly DON Template FINAL 20121205.xlsx](#)
[FY13 Q1 Privacy Complaints.doc](#)

All,

We have received the new templates for the 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please obtain and consolidate the input from your lower echelon commands and submit a consolidated report for your command to DONFOIA-PA@NAVY.MIL and then chop in the Tasker system to indicate completion by COB January 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information at the service center line 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL.

The Privacy Team, (b) (6) and (b) (6) can be contacted directly or through the service center line at 202-685-0412. If you have any questions or need assistance please feel free to call.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Policy
DNS-36
Service center 202 685-0412
Direct line (b) (6)

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	DNS-36
Reporting Quarters:	FY2013 1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS)	9
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contractor Review	0
Total Number of Reviews 9	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a; OMB Circular A-130, Appendix 1; and OMB Memo M-07-16. Examples of reviews may include a Privacy impact Assessment, OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions), or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	DNS-36	
Reporting Quarters:	FY2013	1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

OMB Control Number Requirement			
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	Comments
N05239-1 NAVSUP Enterprise Portal and Master Directory Services	Without	12/17/2012	
NM05100-5 Enterprise Safety Applications Management System	Without	pending submission	
NM11101-1 Family and Unaccompanied Housing Program	Without	21/10/11	
NM05000-2 Program Management and Locator System	Without	pending submission	
NM05070-1 Library Patron File	Without	pending submission	
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with Current OMB Control Number	0
Total Number with Expired OMB Control Number	0
Total Number Without OMB Control Number	5

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component: DNS-36
 Reporting Quarters: FY2013 1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER							
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	Section (m) Contractor Review Complete	OMB Control Number Requirement Met
N01080-1 Enlisted Master File Automated Systems	71 FR 55172, 9/21/06	No	Yes	Yes	N/A	(Select One)	N/A
N01080-2 Officer Master File Automated Systems	71 FR 55172, 9/22/06	No	Yes	Yes	N/A	(Select One)	N/A
N01306-1 Job Advertisement/Career Management/Interactive Detailing System (CM/ID)	71 FR 55778, 4/23/10	No	Yes	Yes	N/A	(Select One)	N/A
N01740-1 Family Dependant Care	74 FR 19476, 4/18/07	Yes	Yes	Yes	N/A	(Select One)	N/A
N05239-1 NAVSUP Enterprise Portal and Master Directory Services	proposed	Yes	Yes	Yes	N/A	(Select One)	No
N05354-1 Equal Opportunity Management Information System	68 FR 24959, 5/9/03	No	Yes	Yes	Yes	(Select One)	N/A
N06110-1 Physical Readiness Information Management System (PRIMS)	72 FR 45235, 8/13/07	No	Yes	Yes	N/A	(Select One)	N/A
N06150-4 DoD Birth Defects Registry	68 FR 35657, 6/16/03	No	Yes	Yes	N/A	(Select One)	N/A
N07220-1 Navy Standard Integrated Personnel System (NSIPS)	75 FR 78688, 11/29/12	Yes	Yes	Yes	N/A	(Select One)	N/A
NM01640-1 Individual Confinement Record	72 FR 5023, 4/11/07	No	Yes	Yes	Yes	(Select One)	N/A
NM01690-1 Department of the Navy (DON) Military Awards System	75 FR 24667, 11/16/12	Yes	Yes	Yes	N/A	(Select One)	N/A
NM01754-6 Exceptional Family Member Program Records	74 FR 17838, 4/17/09	No	Yes	Yes	N/A	(Select One)	N/A
NM03800-1 Maritime Domain Awareness (MDA)	proposed	Yes	Yes	Yes	Yes	(Select One)	N/A
NM05000-1 General Correspondence Files	73 FR 19479, 4/10/08	No	Yes	Yes	N/A	(Select One)	N/A
NM05000-2 Program Management and Locator System	73 FR 4193, 1/24/08	No	Yes	Yes	N/A	(Select One)	No
NM05070-1 Library Patron File	71 FR 46899, 8/15/06	No	Yes	Yes	N/A	(Select One)	N/A
NM05100-5 Enterprise Safety Applications Management System	76 FR 16739	No	Yes	Yes	N/A	(Select One)	No
NM05512-2 Badge and Access Control System Records	75 FR 24932	No	Yes	Yes	N/A	(Select One)	N/A
NM06150-6 Medical Readiness Reporting System (MRRS)	71 FR 26481, 5/5/06	Yes	Yes	Yes	N/A	(Select One)	N/A
NM07421-1 Time and Attendance Feeder Records	72 FR 45798, 8/15/07	No	Yes	Yes	N/A	(Select One)	N/A
NM11101-1 Family and Unaccompanied Housing Program	73 FR 17334, 4/1/08	Yes	Yes	Yes	N/A	(Select One)	No
NM12610-1 Hours of Duty Records	73 FR 20265, 4/15/08	No	Yes	Yes	N/A	(Select One)	N/A
Total Number of SORNs Reviewed this Quarter:		22					

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component: DNS-36
 Reporting Quarters: FY2013 1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT							
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>					
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>					

SORNs REVIEWED THIS QUARTER							
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	Section (m) Contractor Review Complete	OMB Control Number Requirement Met
N01080-1 Enlisted Master File Automated Systems	71 FR 55172	No	Yes	Yes	N/A	(Select One)	N/A
N01080-2 Officer Master File Automated Systems	71 FR 55172	No	Yes	Yes	N/A	(Select One)	N/A
N01306-1 Job Advertisement/Career Management/Interactive Detailing System (CM/ID)	71 FR 55778	No	Yes	Yes	N/A	(Select One)	N/A
N01740-1 Family Dependant Care	74 FR 19476	Yes	Yes	Yes	N/A	(Select One)	N/A
N05239-1 NAVSUP Enterprise Portal and Master Directory Services	proposed	Yes	Yes	Yes	N/A	(Select One)	No
N05354-1 Equal Opportunity Management Information System	68 FR 24959	No	Yes	Yes	Yes	(Select One)	N/A
N06110-1 Physical Readiness Information Management System (PRIMS)	72 FR 45235	No	Yes	Yes	N/A	(Select One)	N/A
N06150-4 DoD Birth Defects Registry	68 FR 35657	No	Yes	Yes	N/A	(Select One)	N/A
N07220-1 Navy Standard Integrated Personnel System (NSIPS)	75 FR 78688	Yes	Yes	Yes	N/A	(Select One)	N/A
NM01640-1 Individual Confinement Record	72 FR 5023	No	Yes	Yes	Yes	(Select One)	N/A
NM01690-1 Department of the Navy (DON) Military Awards System	75 FR 24667	Yes	Yes	Yes	N/A	(Select One)	N/A
NM01754-6 Exceptional Family Member Program Records	74 FR 17838	No	Yes	Yes	N/A	(Select One)	N/A
NM03800-1 Maritime Domain Awareness (MDA)	proposed	Yes	Yes	Yes	Yes	(Select One)	N/A
NM05000-1 General Correspondence Files	73 FR 19479	No	Yes	Yes	N/A	(Select One)	N/A
NM05000-2 Program Management and Locator System	73 FR 4193	No	Yes	Yes	N/A	(Select One)	No
NM05070-1 Library Patron File	71 FR 46899	No	Yes	Yes	N/A	(Select One)	N/A
NM05100-5 Enterprise Safety Applications Management System	76 FR 16739	No	Yes	Yes	N/A	(Select One)	No
NM05512-2 Badge and Access Control System Records	75 FR 24932	No	Yes	Yes	N/A	(Select One)	N/A
NM06150-6 Medical Readiness Reporting System (MRRS)	71 FR 26481	Yes	Yes	Yes	N/A	(Select One)	N/A
NM07421-1 Time and Attendance Feeder Records	72 FR 45798	No	Yes	Yes	N/A	(Select One)	N/A
NM11101-1 Family and Unaccompanied Housing Program	73 FR 17334	Yes	Yes	Yes	N/A	(Select One)	No
NM12610-1 Hours of Duty Records	73 FR 20265	No	Yes	Yes	N/A	(Select One)	N/A
Total Number of SORNs Reviewed this Quarter:		22					

SORNs Report

Privacy Quarterly Reporting Instructions

Line 1, Column G

Drop down menu – Indicate the agency submitting the report to DPCLCLO.

Line 2, Column G

Drop down menu – Indicate the fiscal year and quarter for which the report is being submitted.

Line 7

All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/needed.

Line 7, Column D

Enter the number of SORNs under the purview of your component that were reviewed this quarter. Enter total reviewed to-date.

Line 7, Column E

If the numbers entered in Column D are below 12.5%, explain why.

Line 8

Any SORN listed as “Pending” NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.

Line 8, Column D

Enter the number of SORNs under the purview of your component that were reviewed for “Pending NARA approved retentions” and the total number of SORNs under the purview of your component.

Line 8, Column E

Enter the number of SORNs that have “Pending” retention.

Line 12 – 19, Column A

Enter the SORN ID number and the full name of the SORN that was reviewed this quarter.

Line 12 – 19, Column B

Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the privacy web site at (http://dpclc defense.gov/privacy/SORNs/component/DOD_Component_Notices.html).

Line 12- 19, Column C

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column D

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column E

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column F

Drop down menu – select “Yes”, “No”, or “N/A”.

Line 12- 19, Column G

Is the system in whole or in part maintained by a contractor.

Drop down menu – select “Yes – Maintained by contractor” or “No – Not maintained by contractor”.

Line 12-19, Column H

If the system is maintained in whole or in part by a contractor, then the FAR privacy clauses must be included in the contract.

Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.

Line 12- 19, Column I

Drop down menu – select “Yes” or “No”.

Line 11, Column J

Drop down menu - select the action that needs to be taken now that the SORN has been reviewed, "Addition", "Amendment", "Alteration", "Deletion", "No change required".

Insert rows if you have reviewed more than 8 SORNs this quarter.

NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20

Total number of SORNs reviewed this quarter (will auto populate if no rows were inserted).

803 Report

Line 1, Column G

Drop down menu – Indicate the agency submitting the report to DPCLO.

Line 2, Column G

Drop down menu – Indicate the fiscal year and quarter for which the report is being submitted.

Line 8, Column B

Enter the number of Privacy Act Statements that were reviewed by the Component Privacy Office during this quarter.

Line 9, Column B

DPCLO will compile.

Line 10, Column B

Enter the number of contracts reviewed for the FAR clauses for systems under the purview of you component that are maintained by a contractor. (DPCLO guidance provided at the end of these instructions.)

Line 11

The spreadsheet will automatically provide this total.

Line 17

Drop down menu – select “Yes” or “No”.

Line 18

Drop down menu – select “Yes” or “No”.

Line 21, Column B

If a number is reported, please explain on a separate sheet the following:

Description of complaint,

Findings, and

Responsive action taken

Line 21, Column C

DoD Component reviewed the complaint and a responsive action was taken.

Line 21, Column E

DoD Component is reviewing the complaint to determine the appropriate response.

Lines 22– 26, Column B

Enter the number of complaints received for each Type of Complaint received for this reporting period/quarter.

Lines 22– 26, Column C – E

Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complains within one Type, indicate how many (number) apply in each Disposition.

Line 27

The spreadsheet will automatically provide this total.

Line 38, Column A

Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issues by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Please list the Advice they provided. (Insert more rows if necessary.)

Line 38, Column B

Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Official for Privacy. Examples of response to advice may include : guidance, new procedure, or training. Please list the response to advice that was given. (Insert more rows if necessary.)

FAR Clauses - These clauses must be included in contracts when a system is maintained in whole or part by a contractor

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT NOTIFICATION (APR 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT (APR 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The system of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY12 – JUL 1 TO SEP 30, 2012

Agency's Name: Defense Finance and Accounting Service

X Complaints

Complaint #1 EXAMPLE

Description of Complaint: A staff member working at the Naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at the health record but did not modify the complainant's allergy information.

Disposition: Resolved. The complainant was notified. Privacy breach referred to command for disciplinary action.

Complaint #2

Description of Complaint:

Findings:

Disposition:

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DoD Component:	<Select Component>	
Reporting Quarters:	FY2014	2nd QTR (Jan. - Mar.)

REPORTS ARE DUE TO DPCLO BY THE 15TH OF THE MONTH FOLLOWING THE END OF QUARTER!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
*SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Approved Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract (Sec M Review)	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
Total Number of SORNs Reviewed this Quarter:		0							

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

DD-DA&M(Q)1379

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DoD Component:	<Select Component>	
Reporting Quarters:	FY2014	1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DPCLO BY THE 15TH OF THE MONTH FOLLOWING THE END OF QUARTER!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix 1.² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ³	Number of Complaints	Responsive Action Taken ⁴	Pending ⁵
1. Process and Procedure ⁶	0		
2. Redress ⁷	0		
3. Operational ⁸	0		
4. Referred to Other Agency	0		
5. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

³ A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) procedure (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).⁴ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.⁵ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.⁶ Process and procedural issues: consent, collection, disclosure, and notice.⁷ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.⁸ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁹	Response to Advice ¹⁰

⁹ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.¹⁰ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

DD-DA&M(Q)1379

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
2ND QTR FY13 – JANUARY 1, 2013 – MARCH 31, 2013**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information.

Disposition: Resolved. The complainant was notified. Privacy breach referred to command for disciplinary action.

Complaint #X

Description of Complaint:

Findings:

Disposition:

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	BCNR
Reporting Quarters:	FY2013 4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
none		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	BCNR	
Reporting Quarters:	FY2013	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

From: [Clemons, Karen R CIV DON/AA](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: [Clemons, Karen R CIV DON/AA](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Monday, April 14, 2014 9:44:12

(b) (6)

BCNR does not have anything to report for this quarter.

Karen Clemons

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Friday, April 11, 2014 9:14 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) HMC COMPACFLT, N01H; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Alvers, Linda J CIV USFF, N01P; (b) (6) CDR JAGC, USN; Eldred, Joseph J LCDR; (b) (6) navy mil; (b) (6) CIV OCHR, 08; (b) (6) (b) (6) navy mil; Seith, Kimberly A CIV NETC, Legal; Vercruysse, Peter S CIV NCIS, 11C; (b) (6) CIV NCIS, 00L; Clemons, Karen R CIV DON/AA; (b) (6) navy mil; (b) (6) (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) CIV OGC, DGC; (b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 2nd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue.

Please provide DNS-36 with your report by COB today April 11, 2014 so that DNS-36 can meet DoD's deadline by COB Monday.

Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email, however, I will be out of pocket for most of the day and will try to respond to all calls or emails when I can.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6) .CIV BUMED
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report 4th FY 14
Date: Monday, September 22, 2014 10:21:11

We are ok.

v/r

(b) (6)
Director, Secretariat (M09B3)
Bureau of Medicine and Surgery
7700 Arlington Blvd, Suite 5120
Falls Church, VA 22042-5120
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:(b) (6)@navy.mil] On Behalf Of DONFOIA-PA
Sent: Thursday, September 18, 2014 2:10 PM
To: (b) (6) CIV BUMED
Subject: RE: Privacy Quarterly Report 4th FY 14

Dear (b) (6) :

We can put it into TV5 Tasker system per request. We used to put it in Taskers however, several commands complained about not receiving the templates in time because of the drill within Taskers.

Just let me know if you want it in Taskers!

Sincerely,
DONFOIA-PA SPECIALIST
Department of Navy
P: (202) 685-0412
F: (202) 685-6577

-----Original Message-----

From: (b) (6) CIV BUMED [mailto:(b) (6)@navy.mil]
Sent: Wednesday, September 17, 2014 8:16 AM
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report 4th FY 14

Will this be placed into TV5 Tasker system?

v/r

(b) (6)
Director, Secretariat (M09B3)
Bureau of Medicine and Surgery
7700 Arlington Blvd, Suite 5120
Falls Church, VA 22042-5120
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:(b) (6) navy.mil] On Behalf Of DONFOIA-PA
Sent: Tuesday, September 16, 2014 11:03 AM
To: Clemons, Karen R CIV DON/AA; (b) (6) . CIV BUMED; (b) (6)
CIV BUMED; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00;
Hawthorne, Cheryl LCDR CNRFC, N64; Erdmann, Eric ; (b) (6) CDR
JAGC, USN; (b) (6) navy.mil; (b) (6) HMC
COMPACFLT, N01H; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F,
JAG; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR
711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6)
(b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00A; (b) (6)
(b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org'
(b) (6) nexweb.org); (b) (6) LTJG US Navy Band, Staff;
(b) (6) CIV NCIS, 00L; (b) (6) M LT NCIS, Code 00L; Seith,
Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6)
CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6)
LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy.mil; Jones,
Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08;
(b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil);
(b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L
CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon,
June Lani L CIV SPAWAR, 35000; (b) (6)
(b) (6) navy.mil); (b) (6) LNI FLTCYBERCOM/C10F,
N00; McKay, Ronda ; (b) (6) ; (b) (6) CTR OGC, DGC;
(b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW;
German, David Paul CIV; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ,
00J; (b) (6) LT COMUSNAVSO/C4F, JAG
Cc: (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J;
Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3; (b) (6)
(b) (6) CTR OPNAV, DNS-36; (b) (6) CIV NAVSEA, SEA 00P; (b) (6)
(b) (6) CIV NAVINSGEN, N00K; (b) (6) OGC, DGC; (b) (6)
CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 00P; (b) (6) CIV
HQMC, HQMC ARD
Subject: Privacy Quarterly Report 4th FY 14

All,

We have received the templates for the 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands,

submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB October 8, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6) .CIV BUMED
To: [DONFOIA-PA](#)
Subject: RE: Privacy Quarterly Report 4th FY 14
Date: Wednesday, September 17, 2014 8:28:21

Will this be placed into TV5 Tasker system?

v/r

(b) (6)
Director, Secretariat (M09B3)
Bureau of Medicine and Surgery
7700 Arlington Blvd, Suite 5120
Falls Church, VA 22042-5120
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[\[mailto:\(b\) \(6\) navy mil\]](#) On Behalf Of DONFOIA-PA
Sent: Tuesday, September 16, 2014 11:03 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della W. CIV BUMED; (b) (6)
CIV BUMED; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00;
Hawthorne, Cheryl LCDR CNRFC, N64; Erdmann, Eric ; (b) (6) CDR
JAGC, USN; (b) (6) navy mil; (b) (6) HMC
COMPACFLT, N01H; (b) (6) navy.mil; (b) (6) CDR COMUSNAVSO/C4F,
JAG; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR
711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6)
(b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00A; (b) (6)
(b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org'
(b) (6) nexweb.org); (b) (6) LTJG US Navy Band, Staff;
(b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith,
Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6)
CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6)
LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones,
Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08;
(b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy mil);
(b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L
CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon,
June Lani L CIV SPAWAR, 35000; (b) (6)
(b) (6) navy.mil); (b) (6) LN1 FLTCYBERCOM/C10F,
N00; Mckay, Ronda ; (b) (6) ; (b) (6) CTR OGC, DGC;
(b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW;
German, David Paul CIV; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ,
00J; (b) (6) LT COMUSNAVSO/C4F, JAG
Cc: (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J;
Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3; (b) (6)
(b) (6) CTR OPNAV, DNS-36; (b) (6) CIV NAVSEA, SEA 00P; (b) (6)
(b) (6) CIV NAVINSGEN, N00K; (b) (6) OGC, DGC; (b) (6)
CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 00P; (b) (6) CIV
HQMC, HQMC ARD
Subject: Privacy Quarterly Report 4th FY 14

All,

We have received the templates for the 4th Quarter FY14 Defense Privacy

Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB October 8, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6) [LCDR, N097 DEA](#)
To: [DONFOIA-PA](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, January 09, 2013 13:09:38

FY 13 Quarterly Report: OPNAV N097 (Chief of Chaplains)
NEGATIVE REPORT

(b) (6), LCDR, CHC, USN
Deputy Executive Assistant
Office of the Chief of Chaplains (N097)
2000 Navy Pentagon 5E270
Washington, DC 20350
(b) (6) navy mil
(b) (6) Office
(b) (6) Mobile

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, January 09, 2013 9:03 AM
To: German, David Paul CIV; (b) (6) CIV NAVAUDSVC; Claussen, Roger R CIV
CORB, CORB; Clemons, Karen R CIV DON/AA; (b) (6) LCDR, N097 DEA;
(b) (6) CIV ONR, 01IG; (b) (6) CDR N6, N56
Cc: (b) (6) CTR OPNAV, DNS-36G
Subject: Privacy Quarterly Report- Overdue!

All,

DNS-36 has not received your command's 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. Therefore we are issuing a 24hr extension, please provide DNS-36 with your report by 8:00am January 10, 2013 so that DNS-36 can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) LCDR, N097 DEA
Sent: Wednesday, April 10, 2013 14:59
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report-Overdue!
Signed By: (b) (6) army.mil

N097 Negative Report

(b) (6), LCDR, CHC, USN
Deputy Executive Assistant
Office of the Chief of Chaplains (N097)
2000 Navy Pentagon 5E270
Washington, DC 20350
(b) (6) [navy.mil](mailto:(b) (6)@navy.mil)
(b) (6) Office
(b) (6) Mobile

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, April 10, 2013 9:51 AM
To: (b) (6) CIV NAVFAC HQ, FM; (b) (6); (b) (6) CDR JAGC, USN; Clemons, Karen R CIV
DON/AA; (b) (6) CIV NAVAUDSVC; Seith, Kimberly A CIV NETC, Legal; (b) (6) LCDR, N097 DEA; (b) (6)
(b) (6) CIV CHINFO, OI-8; (b) (6) [navy.mil](mailto:(b) (6)@navy.mil); (b) (6) [navy.mil](mailto:(b) (6)@navy.mil)
Cc: (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report-Overdue!
Importance: High

All,

DNS-36 has not received your command's 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. Please provide DNS-36 with your report ASAP so that DNS-36 can meet DoD's deadline. If your response input is negative, please respond to this email accordingly.

Should you need any assistance, please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) [LCDR, N097 DEA](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Monday, April 14, 2014 7:47:29

(b) (6)

My apologies - I've been TAD for the past several weeks.
N097 reports NEGATIVE input for 2d QTR 2014.

Thanks

(b) (6)

(b) (6), LCDR, CHC, USN
Deputy Executive Assistant
Office of the Chief of Chaplains (N097)
2000 Navy Pentagon 5E270
Washington, DC 20350

(b) (6) navy mil
(b) (6) Office
(b) (6) Mobile

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Friday, April 11, 2014 9:14 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) M HMC COMPACFLT, N01H; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Alvers, Linda J CIV USFF, N01P; (b) (6) CDR JAGC, USN; Eldred, Joseph J LCDR; (b) (6) navy mil; (b) (6) CIV OCHR, 08; (b) (6) (b) (6) navy mil; Seith, Kimberly A CIV NETC, Legal; Vercruysse, Peter S CIV NCIS, 11C; (b) (6) CIV NCIS, 00L; Clemons, Karen R CIV DON/AA; (b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) CIV OGC, DGC; (b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 2nd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue.

Please provide DNS-36 with your report by COB today April 11, 2014 so that DNS-36 can meet DoD's deadline by COB Monday.

Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email, however, I will be out of pocket for most of the day and will try to respond to all calls or emails when I can.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) [YN1 OPNAV, N097](#)
To: (b) (6) [CTR OPNAV, DNS-36](#); (b) (6) [LT OPNAV, N097](#)
Cc: (b) (6) [LCDR, N097 DEA](#)
Subject: RE: Privacy 1st Quarterly Report FY14
Date: Tuesday, January 14, 2014 12:10:10

Thanks ma'am - nothing to report.

V/r

YN1(SS) (b) (6)
Flag Writer & Leading Petty Officer
Office of the Chief of Chaplains

2000 Navy Pentagon
Washington, DC 20350-2000

(O) (b) (6)
(C) (b) (6)

"God chose things the world considers foolish confound
those who think they are wise." (1 Corinthians 1:27)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Tuesday, January 14, 2014 11:25 AM
To: (b) (6) LT OPNAV, N097; (b) (6) YN1 OPNAV, N097
Subject: RE: Privacy 1st Quarterly Report FY14
Importance: High

All,

LCDR (b) (6) has you listed as the persons to contact while he is out of the office. The Privacy 1st Quarterly Report FY14 was due yesterday and our office had not receive CHC report. Do CHC have anything to report for this quarter?

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: (b) (6) LCDR, N097 DEA
Sent: Monday, January 13, 2014 3:44 PM
To: (b) (6) CTR OPNAV, DNS-36
Subject: Automatic reply: Privacy 1st Quarterly Report FY14

LCDR (b) (6) is away from the office through 16 JAN and will have limited e-mail connectivity. If this is an

urgent matter, please re-direct your message to LT (b) (6) (b) (6) navy.mil) or YN1 (b) (6) (b) (6) navy mil)

From: (b) (6) LCDR OPNAV, N097
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report
Date: Monday, October 06, 2014 9:39:02

Good morning, (b) (6) :

N097 has no report this period.

V/R

(b) (6)

LCDR (b) (6), CHC, USN
Deputy Executive Assistant
Office of the Chief of Chaplains (N097)
(b) (6) Office
(b) (6) BB

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, October 06, 2014 7:51 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; Hawthorne, Cheryl LCDR CNRFC, N64; Erdmann, Eric ; (b) (6) (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6) (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) nrl navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097; (b) (6) (b) (6) navy mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) [LCDR, N097 DEA](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:23:14

(b) (6)

N097 (Chief of Chaplains) - Negative input for 3rd QTR FY 14.

V/R

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36

Sent: Wednesday, July 09, 2014 7:16 AM

To: (b) (6) CIV CNIC HQ, N00; (b) (6) navy.mil; (b) (6) HMC
COMPACFLT, N01H; (b) (6) LNI FLTCYBERCOM/C10F, N00; Battle, Candy N CIV
FLDSUPPACT, FSA-01A; Erdmann, Eric ; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head;
(b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; (b) (6) CIV;
(b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; Sharp, Ellen ; (b) (6)
(b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV
CNRFC, N00J; Hawthorne, Cheryl LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV
NETC, Legal; Dupuy, Stephen J CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA;
(b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office;
(b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J; (b) (6) OGC, DGC;
(b) (6) CIV OGC, DGC

Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) P CIV OPNAV, DNS-3

Subject: Privacy Quarterly Report- Overdue!

Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV CHINFO, OI-8
Sent: Wednesday, April 10, 2013 9:54
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report-Overdue!
Signed By: (b) (6) navy.mil

NSTR this quarter.

V/r,

(b) (6) Accredited Business Communicator
Policy and Doctrine Branch Head
Navy Office of Information Requirements, Policy & Professional Development (OI-8)
Phone: (b) (6)
e-mail: (b) (6) [navy.mil](mailto:(b) (6)@navy.mil)
CHINFO OI-8 -- "Working Today for Your Tomorrow"

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, April 10, 2013 9:51
To: (b) (6) CIV NAVFAC HQ, FM; (b) (6) ; (b) (6) CDR JAGC, USN; Clemons, Karen R CIV
DON/AA; (b) (6) CIV NAVAUDSVC; Seith, Kimberly A CIV NETC, Legal; (b) (6) LCDR, N097 DEA; (b) (6)
(b) (6) CIV CHINFO, OI-8; (b) (6) [navy.mil](mailto:(b) (6)@navy.mil); (b) (6) [navy.mil](mailto:(b) (6)@navy.mil)
Cc: (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report-Overdue!
Importance: High

All,

DNS-36 has not received your command's 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. Please provide DNS-36 with your report ASAP so that DNS-36 can meet DoD's deadline. If your response input is negative, please respond to this email accordingly.

Should you need any assistance, please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CDR SECNAV, PA Office
Sent: Wednesday, October 23, 2013 16:34
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy 4th FY13 QTR Report
Signed By: (b) (6) navy.mil

Yes, Ma'am, that's correct.

V/r
CDR (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, October 21, 2013 13:17
To: (b) (6) CDR SECNAV, PA Office
Subject: Privacy 4th FY13 QTR Report
Importance: High

Dear Commander (b) (6) :

Per our phone conversation, CHINFO has a negative report for this quarter.

Please confirm.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV CNIC HQ, N00
Sent: Monday, October 21, 2013 10:04
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report- Overdue!
Signed By: (b) (6) navy.mil

(b) (6)

Per our earlier conversation, we have a negative report.

/r

(b) (6), MHR
Director, Command and Staff
Commander, Navy Installations Command
716 Sicard St, SE, Suite 104, Room 40
Washington Navy Yard, DC 20374
email: (b) (6)@navy.mil
Office: (b) (6) DSN: (b) (6)
Fax: (202)685-0270
CNIC Command and Staff link:
<https://g2.cnic.navy.mil/CNICHQ/N00/Pages/Default.aspx>

****FOR OFFICIAL USE ONLY-PRIVACY SENSITIVE****

This e-mail is intended only for the use of the addressee(s) named above and may contain a work product or otherwise privileged, confidential, Privacy Act information. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Thursday, October 17, 2013 10:36 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) EMCS MOTOR POOL, N0044; (b) (6) LN1
FLT CYBERCOM/C10F, N00; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Mckay, Ronda ; (b) (6) CIV NAVFAC HQ,
FM; Sharp, Ellen ; (b) (6) CDR JAGC, USN; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV OCHR, 08;
(b) (6) CIV NCIS, 00L; (b) (6) CIV NAVAUDSVC; Clemons, Karen R CIV DON/AA; (b) (6) CIV
NAVINSGEN, N00K1; (b) (6) CIV ONR, BD04C; (b) (6) LCDR, N097 DEA; (b) (6) CDR
SECNAV, PA Office
Subject: Privacy Quarterly Report- Overdue!

All,

DNS-36 has not received your command's 4th Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the government shutdown made it difficult to get this completed and submitted to us. We also understand that some of you are returning back to work today. Therefore if you're unable to complete the report please email us a negative response. We can report your findings for this quarter on the next quarters report.

Please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6580

From: (b) (6) [LTCOMUSNAVSO/C4F, LEGAL](#)
To: [DONFOIA-PA](#)
Cc: (b) (6) [CDR COMUSNAVSO/C4F, JAG](#); (b) (6) [LT COMUSNAVSO/C4F, JAG](#)
Subject: RE: Privacy Quarterly Report 3rd FY 14
Date: Monday, June 23, 2014 12:53:32

(b) (6) -

The staff at C4F has turned over. CDR (b) (6) and I are turning over with the JAGs cc'ed above. If you include them on these emails in the future, they will be able to assist with any requirements.

Thank you.

V/r

(b) (6)
COMUSNAVSO/C4F Deputy Fleet Judge Advocate
COMM: (b) (6)
DSN: (b) (6)
FAX: (904) 270-7362
(b) (6) navy.mil
(b) (6) navy.smil.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Thursday, June 19, 2014 1:24 PM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NO0J; West, Susan CIV CNRFC, N00J; Erdmann, Eric ; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; Battle, Candy N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org' (b) (6) nexweb.org); (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 00L; Vercruysse, Peter S CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy mil); (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) ((b) (6) navy.mil); (b) (6) LN1 FLTCYBERCOM/C10F, N00; McKay, Ronda ; (b) (6) ; (b) (6) CIV OGC, DGC; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David Paul CIV; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 00J
Cc: Hawthorne, Cheryl LCDR CNRFC, N64; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3; (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV NAVSEA, SEA 00P; (b) (6) CIV NAVINSGEN, N00K; (b) (6) OGC, DGC; (b) (6) CIV PACOM/J021; Nenonene, Aku D CIV NAVSEA, SEA 00P; (b) (6) CIV HQMC, HQMC ARD
Subject: Privacy Quarterly Report 3rd FY 14

All,

We have received the templates for the 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO) early.

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB July 8, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) EMCS MOTOR POOL, N0044
Sent: Monday, October 21, 2013 14:58
To: (b) (6) CTR OPNAV, DNS-36
Cc: (b) (6) M HMC COMPACFLT, N01H
Subject: RE: Privacy 4th FY13 Qtr Report
Signed By: (b) (6) navy.mil

Aloha (b) (6),

Per our phone conversation I have nothing to report regarding Privacy matters that I am aware of.

As mentioned, HMC (b) (6) will be relieving as the Privacy Officer for the COMPACFLT Staff.

Can you tell me if there are any schools/training outside of NKO courses that I can have HMC attend? I personally haven't received any but anything would be beneficial to fill this roll. And as a correction for reference I am Senior Chief (b) (6) not Commander (b) (6), thanks though I wouldn't mind the pay.

V/r
EMCS(SW/AW) (b) (6)
N004 LCPO
COMPACFLT
O (b) (6)
C (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, October 21, 2013 8:49
To: (b) (6) EMCS MOTOR POOL, N0044
Subject: Privacy 4th FY13 Qtr Report
Importance: High

Dear Commander (b) (6):

Per our phone conversation, COMPACFLT has nothing to report for this quarter.

Please confirm.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:<Select Component>

Reporting Quarters:FY20132nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS)	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contractor Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a; OMB Circular A-130, Appendix 1; and OMB Memo M-07-16. Examples of reviews may include a Privacy impact Assessment, OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions), or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:<Select Component>

Reporting Quarters:FY20132nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

OMB Control Number Requirement			
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	Comments
<SORN ID Number>	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with Current OMB Control Number0

Total Number with Expired OMB Control Number0

Total Number Without OMB Control Number0

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2013	2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER								Action Required from Review
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	Section (m) Contractor Review Complete	OMB Control Number Requirement Met	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
Total Number of SORNs Reviewed this Quarter:		0						

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2013	1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS)	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contractor Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a; OMB Circular A-130, Appendix 1; and OMB Memo M-07-16. Examples of reviews may include a Privacy impact Assessment, OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions), or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

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⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2013	1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

OMB Control Number Requirement			
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	Comments
<SORN ID Number>	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with Current OMB Control Number	0
Total Number with Expired OMB Control Number	0
Total Number Without OMB Control Number	0

Total Number of SORNs Reviewed this Quarter: 0

From: [Claussen, Roger R CIV CORB, CORB](#)
To: [DONFOIA-PA](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, January 09, 2013 11:03:11

Morning (b) (6)

Negative report from CORB.

Thank you and Happy New Year.

R. Claussen
Counsel
Secretary of the Navy Council of Review Boards
Office: (b) (6) DSN: (b) (6)
FAX: 202-685-6610

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, January 09, 2013 9:03
To: German, David Paul CIV; (b) (6) CIV NAVAUDSVC; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA; (b) (6) LCDR, N097 DEA; (b) (6) CIV ONR, 01IG; (b) (6) (b) (6) CDR N6, N56
Cc: (b) (6) CTR OPNAV, DNS-36G
Subject: Privacy Quarterly Report- Overdue!

All,

DNS-36 has not received your command's 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. Therefore we are issuing a 24hr extension, please provide DNS-36 with your report by 8:00am January 10, 2013 so that DNS-36 can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: [Claussen, Roger R CIV CORB, CORB](#)
To: [DONFOIA-PA](#)
Subject: RE: Privacy 1st Quarterly Report FY14
Date: Tuesday, January 14, 2014 4:16:23

Apologies for the delay in responding.

CORB has a negative report for last quarter.

Thank you.

(b) (6)
Counsel
Secretary of the Navy Council of Review Boards
(Comm) (b) (6)
Fax: 202-685-6610
(b) (6) navy.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, January 13, 2014 3:44 PM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6)
(b) (6) HMC COMPACFLT, N01H; Erdmann, Eric ; Evans, Mary E. CIV NAVAIR 711000A; (b) (6)
CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV; (b) (6) CIV
NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6)
(b) (6) navy.mil; (b) (6) CDR JAGC, USN; Eldred, Joseph J LCDR;
(b) (6) navy mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6)
LTCOMUSNAVSO/C4F, LEGAL; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC, Legal; Garcia,
Della ; Dupuy, Stephen J CIV OJAG, CODE 13; Vercruysse, Peter S CIV NCIS, 11C; (b) (6) CIV
NAVAUDSVC; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA;
(b) (6) navy mil; (b) (6) CIV ONR, BD04C; (b) (6) LCDR, N097 DEA; (b) (6)
(b) (6) CDR CNOMA, NAFW; (b) (6) CDR SECNAV, PA Office
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV,
DNS-36; Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV
NAVSEA, SEA 09P; (b) (6) CIV NCIS, 00L; (b) (6) CIV PACOM/J021
Subject: Privacy 1st Quarterly Report FY14

All,

This a friendly reminder that your Privacy Quarterly Reports for the first quarter of FY2014 are due to DNS-36 by COB today, January 13, 2014.

This is sent on behalf of Robin Patterson, Head, DON PA/FOIA Program Office (DNS-36).

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email the Privacy Team, (b) (6), and (b) (6). (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

If you have already submitted your report please disregard this message.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office

DNS-36

Service center 202 685-0412

From: (b) (6) CIV CORB, CORB
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report
Date: Tuesday, October 07, 2014 5:37:21

Morning (b) (6)

SECNAVCORB has a negative report this quarter. Do you need anything else from us?

Thanks,

Roger

Roger Claussen
Counsel
Secretary of the Navy Council of Review Boards
(Comm) (b) (6)
Fax: 202-685-6610
(b) (6) navy.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, October 06, 2014 7:51 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; Hawthorne, Cheryl LCDR CNRFC, N64; Erdmann, Eric ; (b) (6) (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6) (b) (6) CIV NAVSUP; (b) (6) CIV NAVFAC HQ, FM; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6) M LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; Sharp, Ellen ; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097; (b) (6) (b) (6) navy mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; Phillips, Timothy L CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; Eldred, Joseph J LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	<Select Component>
Reporting Quarters:	FY2014 1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JANUARY 13TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:		
Reporting Quarters:	FY2014	1st QTR (Oct. - Dec.)

REPORTS ARE DUE TO DNS-36 BY COB JANUARY 13TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2014	2nd QTR (Jan. - Mar.)

REPORTS ARE DUE TO DNS-36 BY COB APRIL 10TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:		
Reporting Quarters:	FY2014	2nd QTR (Jan. - Mar.)

REPORTS ARE DUE TO DNS-36 BY COB April 10TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

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⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2014	3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DNS-36 BY COB July 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:		
Reporting Quarters:	FY2014	3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DNS-36 BY COB July 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2014	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:		
Reporting Quarters:	FY2014	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
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References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2013	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
		<Select One>	<Select One>	<Select One>	<Select One>	Not maintained by contra	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:		
Reporting Quarters:	FY2013	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

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Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

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⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

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From: [Daughety, Steve CIV SECNAV, DON CIO](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report 1st FY 14
Date: Friday, January 10, 2014 10:07:30
Attachments: [DON CIO memo of 19 November 2013 - Department of the Navy privacy Impact....pdf](#)

(b) (6)

Just left you a voice mail.

Here's the memo.

Thanks.

V/R,

Steve

Steve Daughety, CIPP/G
DON CIO Compliance Branch
Privacy Lead
Pentagon BF986
(b) (6)
(b) (6) navy mil

-----Original Message-----

From: (b) (6) [CTR OPNAV, DNS-36](#)
Sent: Wednesday, January 08, 2014 8:03 AM
To: Daughety, Steve CIV SECNAV, DON CIO
Cc: Muck, Steve CIV SECNAV, DON CIO
Subject: Privacy Quarterly Report 1st FY 14

Dear Steve Daughety:

It that time again, I'm in the process of consolidating the Privacy Quarterly Report and need your input for the Advice Section if DONCIO gave any advice during this quarter. I remember a memo coming out about PIAs but I wasn't certain about that.

Please advise.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

Manley, Crystal D CTR OPNAV, DNS-36

From: Garcia, Della W. GS BUMED <(b) (6)@navy.mil>
Sent: Friday, April 12, 2013 5:45
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report 2nd FY13-Complaint Summary
Signed By: (b) (6)@navy.mil

Good morning. I believe you're correct. Thanks so much. v/r Della

Della W. Garcia
FOIA/PA Paralegal Specialist
Bureau of Medicine and Surgery
Medical-Legal Affairs Office
7700 Arlington Blvd Ste 5124
Falls Church, VA 22042-5124

COMM (703) 681-8970

(b) (6)@navy.mil

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-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:(b) (6)@navy.mil]
Sent: Thursday, April 11, 2013 3:01 PM
To: Garcia, Della W. GS BUMED
Subject: Privacy Quarterly Report 2nd FY13-Complaint Summary
Importance: High

Dear Della,

How is your day going? I'm in the process of consolidating the Navy Privacy Quarterly Report for 2nd FY13 and I have a quick question about the attached complaint summary for BUMED. The complaints highlighted in yellow, are they actual complaints or breaches? Some of the complaints are breaches and actually have the US CERT number indicated in the Summary. However, for incidents that were reported to DON CIO as a breach cannot be reported as a complaint. I need to confirm the actual number of complaints not reported to DON CIO, which we believe to be 14 after reviewing the complaint summaries.

Please confirm the numbers and advise!

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P (b) (6)

F: (202) 685-6580

Manley, Crystal D CTR OPNAV, DNS-36

From: Garcia, Della W. GS BUMED (b) (6) navy.mil>
Sent: Thursday, July 11, 2013 6:40
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: FY13 Pending Complaints
Signed By: (b) (6) navy.mil

Good morning. Thank you for the info. Please update the "N/A" as necessary--I appreciate your help. I will get answers to the prior pending dispositions and send your way. v/r Della

Della W. Garcia
FOIA/PA Paralegal Specialist
Bureau of Medicine and Surgery
Medical-Legal Affairs Office
7700 Arlington Blvd Ste 5124
Falls Church, VA 22042-5124

COMM (703) 681-8970

(b) (6) [navy.mil](mailto:(b) (6)@navy.mil)

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-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[\[mailto:\(b\) \(6\)@navy.mil\]](mailto:(b) (6)@navy.mil)
Sent: Wednesday, July 10, 2013 1:32 PM
To: Garcia, Della W. GS BUMED
Subject: FY13 Pending Complaints

Dear Della Garcia:

I received your Privacy Quarterly Report and noted that you left the FAR Clauses and the OMB columns blanks. However, for the SORN that you listed you have that they are not maintained by a contractor and FAR clauses are included in a contract with contractor maintain in whole or part of a System of Notice Records. I would like to update this to "N/A" and I understand leaving the OMB blank because I know (b) (6) was working on getting a determination about OMB and if BUMED SORNs that were originally exempt from OMB will now need OMB.

Please advised!

In additional to receiving the Privacy Quarter Report, DoD would like in addition, the final disposition of any complaints that were previously reported that had a disposition of pending and/or on-going investigation. (b) (6) before (b) (6) departure put together a list of complaints that were not resolved for FY13.

Please review and provide us with the final dispositions.

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV CNIC HQ, N00
Sent: Thursday, July 11, 2013 7:31
To: (b) (6) CTR OPNAV, DNS-36
Subject: Re: Privacy 3rd Qtr Report-Overdue

(b) (6)

I am at a medical appointment today. Depending on how long it takes I might be in the office late this afternoon. If not - will send everything to you first thing in the morning.

/r

(b) (6), MHR
Director, Command and Staff
Commander, Navy Installations Command
716 Sicard St, SE Suite 104
Washington, DC 20374

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, July 10, 2013 10:39 AM
To: (b) (6) CIV CNIC HQ, N00
Subject: Privacy 3rd Qtr Report-Overdue

Dear **(b) (6)**:

DNs-36 has not received your Privacy Quarterly Report for the 3rd Qtr FY13, however because I know you're super busy.

I have started filling in the information needed on the Privacy Quarterly Report, both tabs will need to be completed, if you can provide the information highlighted in yellow and return to me ASAP this will complete the report. Please note if there were any complaints you will have to complete the complaint Summary template.

If you have any further questions please feel free to call or email.

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV CNRFC, NOOJ
Sent: Friday, April 05, 2013 8:04
To: DONFOIA-PA
Cc: (b) (6) CIV CNRFC, NOOJ
Subject: RE: Privacy Quarterly Report
Signed By: (b) (6) usmc.mil

Crystal,

Both SORNs are in the process of review and updated/alterd. Both have old command addresses that need to be made current.

Let me know if you need any more details.

Thanks!

v/r (b) (6)

(b) (6)

Counsel, CNRF/CNRFC

Comm: (b) (6)

DSN: (b) (6)

NIPR: (b) (6) navy.mil

SIPR: (b) (6) navy.smil.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Friday, April 05, 2013 7:56
To: (b) (6) CIV CNRFC, NOOJ; DONFOIA-PA
Cc: (b) (6) CIV CNRFC, NOOJ
Subject: RE: Privacy Quarterly Report

Dear (b) (6) :

Thanks for submitting your report. I just have a quick question, for the two SORNs listed you did not mark the Action Required from the Review, do the two SORNs need to be Amended, Altered, Deleted or No changes required?

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

-----Original Message-----

From: (b) (6) CIV CNRFC, NOOJ
Sent: Thursday, April 04, 2013 1:34 PM
To: DONFOIA-PA
Cc: (b) (6) CIV CNRFC, NOOJ
Subject: FW: Privacy Quarterly Report

Good Afternoon,
Forwarded for your files.
If you have any questions, I can be contacted by phone or email.

V/r,
(b) (6)
Paralegal
Commander, Navy Reserve Forces Command
1915 Forrestal Drive
Norfolk, VA 23551
COMM: (b) (6)
DSN: (b) (6)
FAX: 444-7545
E-MAIL: (b) (6) navy.mil

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-----Original Message-----

From: (b) (6) CIV CNRFC, NOOJ
Sent: Wednesday, April 03, 2013 11:27
To: (b) (6) CIV CNRFC, NOOJ
Subject: FW: Privacy Quarterly Report

(b) (6),
For your review.
r/(b) (6)

-----Original Message-----

From: (b) (6) CIV CNRFC, NOOJ
Sent: Wednesday, March 27, 2013 13:38
To: (b) (6) CIV CNRFC, NOOJ
Subject: FW: Privacy Quarterly Report

Please have a draft of this one to me by COB Wednesday.
Thanks.
r/(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, March 20, 2013 13:40
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; German, David Paul CIV; (b) (6) LCDR, N097 DEA; (b) (6) CIV CHINFO, OI-8; (b) (6) CIV CNIC HQ, N00; (b) (6) LT COMUSNAVSO/C4F, JAG; (b) (6) LCDR NOSC ORLA, RLSO; (b) (6) navy.mil; (b) (6) navy.mil; Claussen, Roger R CIV CORB, CORB; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) ; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CDR JAGC, USN; (b) (6) navy.mil; (b) (6) CIV NAVFAC HQ, FM; (b) (6) CDR NAVINSGEN, N57; (b) (6)

(b) (6) CDR NR VTU IDC REG SW, 6519R; (b) (6) CIV CNRFC, NOOJ; (b) (6) CIV CNRFC, N00J; Jones, Nancy B CIV NAVSAFECEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; Erdmann, Eric; (b) (6) CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CDR, NAVWARCOL NWC; (b) (6) MUCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 00L; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, Operations; (b) (6) CIV OASN (FM&C), FMO; (b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 082; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6); (b) (6) CIV ONR, 01IG; Gordon, Lani CIV SPAWAR, 35000; (b) (6); Alvers, Linda J CIV USFF, N01P; (b) (6); (b) (6) LT NRC, OOJ; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil
Cc: Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety, Steve CONT SECNAV, DONCIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report

All,

We have received the new templates for the 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column I) on the SORN Review Report. This column is the same information that was requested on the SORN Review Report 93-2007 that was recently sent to the Privacy Community. Please use the results from your efforts of all SORNs reviewed so far as part of that initiative and any other SORNs reviewed for this quarter.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box and then chop in the Tasker system to indicate completion by COB April 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and, 2. A complaint summary form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information on the service center line at 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: Claussen, Roger R CIV CORB, CORB
Sent: Monday, April 08, 2013 8:16
To: DONFOIA-PA
Subject: RE:
Signed By: **(b) (6)** navy.mil

Morning,

No changes required on the last three SORNS.

Roger

R. Claussen
Counsel
Secretary of the Navy Council of Review Boards
Office: **(b) (6)** DSN: **(b) (6)**
FAX: 202-685-6610

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-----Original Message-----

From: **(b) (6)** CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, April 08, 2013 7:54
To: Claussen, Roger R CIV CORB, CORB
Subject: RE:

Dear Mr. Claussen:

Thanks for submitting your report. You are correct that there has been some issues with the last column. For the three remaining SORNS do they require any changes (Amendment, Alteration, Deleted or No changes required)?

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: **(b) (6)**
F: (202) 685-6580

-----Original Message-----

From: Claussen, Roger R CIV CORB, CORB
Sent: Monday, April 08, 2013 6:48 AM
To: DONFOIA-PA
Subject:

Attached is CORB PA report. One problem in completing the SORN review tab; in the last column, the program did not allow a selection, other than the first SORN, as to whether action was required.

R. Claussen

Counsel

Secretary of the Navy Council of Review Boards

Office: (b) (6) DSN: (b) (6)

FAX: 202-685-6610

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(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV NAVAUDSVC
Sent: Thursday, July 18, 2013 10:46
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quaterly Report 3rd Qtr FY 13
Signed By: (b) (6) navy.mil

H (b) (6)

That was an error. No alteration required for that SORN.

Do you need me to submit a revised quarterly report?

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 13:59
To: (b) (6) CIV NAVAUDSVC
Subject: Privacy Quaterly Report 3rd Qtr FY 13

Dear (b) (6)

I have a quick question, on NAS Privacy quarterly report you listed "Yes" for Accurately Describes System of Records, Accurately Describes NARA's Retention & Disposal, and Routine Use Disclosures Still Appropriate. If everything is accurate within the SORN then why did you list that the Action Required from the Review is that the SORN needs an Alteration?

Please note that one of the three categories would have to be "No" in order for an action to occur.

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: Evans, Mary E. CIV NAVAIR 711000A
Sent: Monday, April 08, 2013 6:35
To: DONFOIA-PA
Cc: Evans, Mary E. CIV NAVAIR 711000A
Subject: RE: Privacy Quarterly Report
Signed By: (b) (6) navy.mil

The Two SORN's in question are being reviewed. All SORNS do not require OMB. Sorry for any confusion.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Friday, April 05, 2013 14:54
To: Evans, Mary E. CIV NAVAIR 711000A
Subject: RE: Privacy Quarterly Report

Dear Mary E. Evans:

Thanks for submitting your report. I just have a quick question, for the two SORNs NM03760-5 and NM01500-03 listed you did not mark the Action Required from the Review (I know that some people were having issues with the drop downs), do the two SORNs need to be Amended, Altered, Deleted or No changes required?

Did the three SORNS listed require OMB? You answered Yes to the OMB requirement being met but I wasn't sure if they actually required OMB. If they do require OMB then we will need that information in per the OMMB section of the report.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Evans, Mary E. CIV NAVAIR 711000A
Sent: Friday, April 05, 2013 10:06 AM
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report

Attached is the NAVAIR 803 Quarterly Report.

Respectfully,

Mary Ellen Evans
NAVAIR Privacy Act Coordinator
NAVAIR Records Officer

Records & Files Command Compliance Service Bureau

Naval Air Warfare Center Aircraft Division
22473 Millstone Road B505
Patuxent River MD 20670-1551
Phone (b) (6)
Fax 301-342-6380

<https://mynavair.navair.navy.mil/RFCC>

-----Original Message-----

From: Manley, Crystal D CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA

Sent: Wednesday, March 20, 2013 13:40

To: Clemons, Karen R CIV DON/AA; Garcia, Della ; German, David Paul CIV; (b) (6) LCDR, N097 DEA; (b) (6) CIV CHINFO, OI-8; (b) (6) CIV CNIC HQ, N00; (b) (6) LT COMUSNAVSO/C4F, JAG; (b) (6) LCDR NOSC ORLA, RLSO; (b) (6) navy.mil; (b) (6) navy.mil; Claussen, Roger R CIV CORB, CORB; (b) (6) LN1 FLTCYBERCOM/C10F, N00; Hopgood, Vanessa ; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; Evans, Mary E. CIV NAVAIR 711000A; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) CDR NAVINSGEN, N57; (b) (6) CDR NR VTU IDC REG SW, 6519R; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Jones, Nancy B CIV NAVSAFECEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; Erdmann, Eric ; Crowther, Norma CIV; Walker, (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CDR, NAVWARCOL NWC; (b) (6) MUCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 00L; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, Operations; (b) (6) CIV OASN (FM&C), FMO; Terenyi, Lisa CIV OCHR, 08; Novak, Amy C CIV OCHR, 082; Dupuy, Stephen J CIV OJAG, CODE 13; (b) (6); (b) (6) CIV ONR, 01IG; Gordon, Lani CIV SPAWAR, 35000; (b) (6); Alvers, Linda J CIV USFF, N01P; (b) (6); (b) (6) LT NRC, OOJ; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil
Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety, Steve CONT SECNAV, DONCIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report

All,

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Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) navy.mil
Sent: Friday, April 12, 2013 11:31
To: (b) (6) CTR OPNAV, DNS-36; DONFOIA-PA
Subject: RE: Delinquent: Quarterly Report for the Privacy Act
Signed By: (b) (6)

We have nothing to report. We're in the middle of a theater command post exercise so we won't get the form completed before next week.

Thanks.

CDR P. J. Gibbons, JAGC, USN
Deputy Force/Fleet Judge Advocate
COMUSNAVCENT/COMFIFTHFLT
NIPR: (b) (6) navy.mil
SIPR: (b) (6) navy.smil.mil
COMM: (b) (6)
DSN: (b) (6)
VOIP: (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 [mailto:(b) (6) navy.mil]
Sent: Friday, April 12, 2013 4:23 PM
To: Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) navy.mil; Gibbons, Patrick J CDR USN CUSNC Bahrain; Seith, Kimberly A CIV NETC, Legal; (b) (6)
CIV NAVAUDSVC; (b) (6) navy.mil; (b) (6) CIV ONR, 01IG
Cc: (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36;
(b) (6) CTR OPNAV, DNS-36G
Subject: Delinquent: Quarterly Report for the Privacy Act

All,

At this time, your Privacy Act Quarterly Report is past due. DNS-36 has closed the Tasker and needs your component to submit their report or an email stating that you have nothing significant to report for the quarter to the donfoia-pa@navy.mil mailbox as soon as possible today. DNS-36 must finish compiling the report by COB today to submit to DPCLO. If you have questions, please feel free to contact our office.

Sincerely,
DONFOIA-PA SUPPORT
Department of Navy
P: (202) 685-0412
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV NAVINSGEN, N00K1
Sent: Tuesday, July 09, 2013 8:53
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report 3rd Qtr FY13
Signed By: (b) (6) navy.mil

Sorry, it should have been marked yes, no changes are required currently. Thanks.

R,

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 14:17
To: (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CDR NAVINSGEN, N57
Subject: Privacy Quarterly Report 3rd Qtr FY13

Dear Privacy Coordinator:

I have a quick question for you, on NAVIG Privacy Quarterly Report you mark "No" under Accurately Describes System of Records but then marked under Action Required from Review "No Changes Required". If the SORN isn't accurate then a change would be required such as reviewed-will alter or amend. If no changes are required then this should be marked "yes"

Please advised!

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: West, Susan CIV CNRFC, N00J
Sent: Wednesday, July 10, 2013 9:26
To: **(b) (6)** CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report 3rd FY 13
Attachments: DON PRIVACY 803 Reporting Template 6-17-13.xlsx
Signed By: **(b) (6)** navy.mil

(b) (6)

I am so sorry for the oversight.

SORN 102080-3 is the process of being removed (not sure how to say it). Upon further research we found out the system is being maintained by another command. We are in the process of preparing the letter to so to you.

Please see attached.

Any other questions please let me know.

V/r,
Susie West
Paralegal
Commander, Navy Reserve Forces Command
1915 Forrestal Drive
Norfolk, VA 23551
COMM: **(b) (6)**
DSN: **(b) (6)**
FAX: 444-7545
E-MAIL: **(b) (6)** navy.mil

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-----Original Message-----

From: **(b) (6)** CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 12:13
To: West, Susan CIV CNRFC, N00J
Subject: RE: Privacy Quarterly Report 3rd FY 13

Dear Susan West:

I have a quick question about the report, you noted that both Systems of Records were not maintained by a contractor but under FAR Clauses included in the contract, under SORN N01080-3 you left blank and SORN N01571-1 you said yes. If neither is maintain by a contractor then under FAR Clauses included in the contract should be NO. FAR Clauses are included in a contracts when a system is maintained in whole or part by a contractor.

Please advised!

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

-----Original Message-----

From: West, Susan CIV CNRFC, N00J

Sent: Tuesday, July 02, 2013 11:58 AM

To: DONFOIA-PA

Cc: (b) (6) CIV CNRFC, NOOJ

Subject: RE: Privacy Quarterly Report 3rd FY 13

Please see the attached 3rd quarter report for Commander, Navy Reserve Force.

If you have any questions my contact information is listed below.

Thanks and have a wonderful holiday.

V/r,

Susie West

Paralegal

Commander, Navy Reserve Forces Command

1915 Forrestal Drive

Norfolk, VA 23551

COMM: (b) (6)

DSN: (b) (6)

FAX: 444-7545

E-MAIL: (b) (6) navy.mil

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-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA

Sent: Wednesday, June 19, 2013 8:28

To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00;

(b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Erdmann, Eric ; (b) (6) navy.mil;

(b) (6) navy.mil; (b) (6) LT COMUSNAVSO/C4F, JAG; Evans, Mary E. CIV NAVAIR 711000A; (b) (6)

CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV;

(b) (6) CIV NCIS, 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) usnwc.edu; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV ONR, 01IG; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6); (b) (6) CIV CHINFO, OI-8; (b) (6); (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CDR NAVINSGEN, N57; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; (b) (6) CIV OASN (FM&C), FMO; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV PACOM, J0213
Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety, Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36; (b) (6) (b) (6) CIV PACOM/J021
Subject: Privacy Quarterly Report 3rd FY 13

All,

We have received the new templates for the 3rd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column H) entitled "FAR Clauses Included in Contract", which is highlighted in red on the SORN Review Report and has deleted the OMB Approval tab from the quarterly report. Please include the results from the SORN Review Report 93-2007 initiative that was recently sent to the Privacy Community and any other SORNs reviewed for this quarter.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, and then chop in the Tasker system to indicate completion by COB July 9, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson

Head, DON PA/FOIA Program Office

DNS-36

Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: Dolan, Ginger CIV NAVSEA, SEA 09P
Sent: Friday, April 05, 2013 15:04
To: DONFOIA-PA
Subject: RE: 20130405 - NAVSEA 2nd Quarter 803 DPCLO Quarterly Report.xlsx
Signed By: (b) (6) navy.mil

One was transferred, one is being amended and the other three are still being reviewed as far as I know they are all okay and don't need to be changed.

Thanks
Ginger Dolan

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Friday, April 05, 2013 3:00 PM
To: Dolan, Ginger CIV NAVSEA, SEA 09P
Subject: RE: 20130405 - NAVSEA 2nd Quarter 803 DPCLO Quarterly Report.xlsx

Dear Ginger Dolan:

Thanks for submitting your report. I just have a quick question, for the five SORNs listed you did not mark the Action Required from the Review (I know that some people were having issues with the drop downs), do the five SORNs need to be Amended, Altered, Deleted or No changes required?

Did the five SORNs listed require OMB? You did not provide a response (Yes/No/NA) to the OMB requirement being met and I need to know if the SORNs actually required OMB. If they do require OMB then we will need that information per the OMB section of the report.

Sincerely,
Crystal Manley
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Dolan, Ginger CIV NAVSEA, SEA 09P
Sent: Friday, April 05, 2013 2:39 PM
To: (b) (6) CTR OPNAV, DNS-36G; DONFOIA-PA
Cc: (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P
Subject: 20130405 - NAVSEA 2nd Quarter 803 DPCLO Quarterly Report.xlsx

Hello,

Attached is the NAVSEA 2nd Quarter DPCLO Quarterly Report. We did not have any Privacy complaints this quarter.

If you have any questions, please let me know.

Respectfully,
Ginger Dolan
NAVSEA Privacy/PII Program Coordinator, SEA 09P2
1333 Isaac Hull Ave, SE, Room 1W3700
Washington Navy Yard, DC 20376
Phone: (b) (6) Fax: 202-781-4757
E-mail [mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV NCIS, 00L
Sent: Wednesday, April 10, 2013 10:29
To: (b) (6) CTR OPNAV, DNS-36
Cc: (b) (6) CIV NCIS; (b) (6) CIV NCIS, Code 00L; (b) (6)
CIV NCIS, Code 15
Subject: FW: Privacy Quarterly Report
Attachments: NCIS Breach 4-8-13.docx
Signed By: (b) (6) navy.mil

(b) (6)

I would agree with your interpretation of the incident. I would list it as a breach vice complaint. Hope this finds you well.

Best Regards,

(b) (6)

(b) (6)
Assistant Counsel
NCIS HQ
Russell-Knox Building
7130 Telegraph Road,
Quantico, VA 22134
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, April 10, 2013 10:16
To: (b) (6) CIV NCIS, 00L
Subject: Privacy Quarterly Report

Dear David Campbell:

Thank you for submitting your report. Per the attached Complaint Summary, the description suggests that this is a breach and not a complaint.

Can you confirm that this is correct? If yes, then we will update the spreadsheet to zero complaints.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36G
Sent: Monday, April 08, 2013 13:59
To: (b) (6) CIV OJAG, CODE 13
Cc: (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36
Subject: RE: PA 2nd Quarter Report Question
Signed By: (b) (6) navy.mil

(b) (6)

Probably not. Only report it if it is in response to guidance issued by DNS-36, DON CIO or DPCLO, and then you have to be able to cite the guidance that came out which you were responding to by providing the training. We aren't responsible for reporting the annual training provided or numbers trained on the quarterly reports anymore.

R/

(b) (6)

-----Original Message-----

From: (b) (6) CIV OJAG, CODE 13
Sent: Monday, April 08, 2013 1:51 PM
To: (b) (6) CTR OPNAV, DNS-36G
Subject: PA 2nd Quarter Report Question

(b) (6)

For the "Type of Advice Provided and the Response to Advice", should we include the annual PII training that Code 13 gives to OJAG?

This is the face to face training we give for those who did not complete the online PII training.

Thanks.

v/r

(b) (6)

Office of the Judge Advocate General
Administrative Law Division (Code 13)
Navy Pentagon Room 4D641
COMM: (b) (6) (DSN: (b) (6))
FAX: 703-614-9400 (DSN: 224-9400)

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(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV OJAG, CODE 13
Sent: Monday, April 15, 2013 9:05
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report 2nd FY13
Signed By: (b) (6) navy.mil

Importance: High

(b) (6)

Hi. Just got this. SORN N01070-1 needs an OMB# and it was applied for.

The rest do not need OMB #'s to my knowledge, though we are currently in the process of reviewing all of them.

Give me a call if you'd like to discuss!

v/r

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, April 15, 2013 9:01
To: (b) (6) CIV OJAG, CODE 13
Subject: Privacy Quarterly Report 2nd FY13
Importance: High

Dear (b) (6)

I need to talk to you ASAP regarding the Privacy Quarterly Report!

Sincerely,

(b) (6)

PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) <(b) (6)@navy.mil>
Sent: Thursday, April 11, 2013 15:24
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report-Complaint Summary
Signed By: (b) (6)@navy.mil

(b) (6)

I'm confused on the question. In number #2 there was no indication that there was a breach but rather a practice unsafe for privacy. In #3 there was a abreach.

Does that answer the question?

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:(b) (6)@navy.mil]
Sent: Thursday, April 11, 2013 2:51 PM
To: (b) (6)
Subject: Privacy Quarterly Report-Complaint Summary
Importance: High

Dear (b) (6)

How is your day going? I'm in the process of consolidating the Navy Privacy Quarterly Report for 2nd FY13 and I have a quick question about the attached complaint summary for ONI. Are complaints two and three breaches (highlighted in yellow)? I know complaint two is a breach because its indicated in the summary but I have to confirm that they're breaches, thus changing ONI complaint numbers to one.

Please advise!

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CIV CPF N00J
To: (b) (6) CTR OPNAV, DNS-36
Subject: RE: Privacy Quarterly Report
Date: Tuesday, December 11, 2012 15:31:22

Hi (b) (6)

Please remove my name from the list as I am not the PA Officer. Thanks.

v/r, (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Tuesday, December 11, 2012 10:08 AM
To: (b) (6) CIV ONR, 01IG; Alvers, Linda J CIV USFF, N01P; (b) (6) CTR CNIC HQ, N00; (b) (6) CIV CNIC HQ, N00; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV NETC, Legal; Battle, Candy N CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NCIS, 00L; (b) (6) MUCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Claussen, Roger R CIV CORB, CORB; Clemons, Karen R CIV DON/AA; (b) (6) CIV; Dolan, Ginger CIV NAVSEA, SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; Dupuy, Stephen J CIV OJAG, CODE 13; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) LT NHHC, Operations; German, David Paul CIV; (b) (6) (CIV); (b) (6) CDR JAGC, USN; Gordon, Lani CIV SPAWAR, 35000; (b) (6) navy.mil; (b) (6) CIV NAVFAC HQ, FM; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) CDR N6, N56; (b) (6) CDR Naval War College; (b) (6) CIV NAVAUDSVC; (b) (6) LN1 FLT CYBERCOM/C10F, N00; (b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 082; (b) (6) (b) (6) CIV CNRFC, N00J; (b) (6) navy.mil; Erdmann, Eric ; (b) (6) ; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) usna.edu; (b) (6) navy.mil; (b) (6) CIV CNRFC, N00J; (b) (6) navy.mil; (b) (6) ; Garcia, Della ; (b) (6) (b) (6) CIV CHINFO, OI-8; (b) (6) LCDR, N097 DEA
Cc: (b) (6) CAPT OPNAV, VCNO; (b) (6) CIV NAVINSGEN, N00K; (b) (6) CIV NAVINSGEN, N1B; (b) (6) CAPT NAVINSGEN, N00L; (b) (6) LCDR OPNAV, N09; (b) (6) CIV OGC, NLO; (b) (6) CIV NAVOBSY, 01L; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36G; (b) (6) (b) (6) CIV CPF N00J; Nenonene, Aku D CIV NAVSEA, SEA 09P; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report

All,

We have received the new templates for the 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please obtain and consolidate the input from your lower echelon commands and submit a consolidated report for your command to DONFOIA-PA@NAVY.MIL and then chop in the Tasker system to indicate completion by COB January 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and, 2. A complaint summary form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information at the service center line 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL.

The Privacy Team, (b) (6) and (b) (6) can be contacted directly or through the service center line at 202-685-0412. If you have any questions or need assistance please feel free to call.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Policy
DNS-36
Service center 202 685-0412
Direct line (b) (6)

From: (b) (6) LN1 FLT CYBERCOM/C10F, N00
To: DONFOIA-PA
Subject: RE: FLT CYBERCOM Consolidated DPCLO Report
Date: Monday, January 14, 2013 12:01:27

Good morning,

I was not considered and handled as a PII breach.

V/r
LN1

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, January 14, 2013 11:58
To: (b) (6) LN1 FLT CYBERCOM/C10F, N00
Subject: FW: FLT CYBERCOM Consolidated DPCLO Report

Dear (b) (6),

In the 803 Report tab of the quarterly report you listed 1 complaint but didn't provide the paperwork for the complaint. Question, is the complaint that you listed a complaint or a breach? If it is a complaint can you fill the paperwork out (attached above) and submit back to me as soon as you can or respond back that it's a breach.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: (b) (6) LN1 FLT CYBERCOM/C10F, N00
Sent: Tuesday, January 08, 2013 14:24
To: DONFOIA-PA
Cc: FCC_C10F_NSAH_LEGAL; (b) (6) LTJG FLT CYBERCOM/C10F, N00FS
Subject: FLT CYBERCOM Consolidated DPCLO Report

Good afternoon,

Attached is the FLT CYBERCOM consolidated DCPLO 1Q FY13 Report. I am forwarding this report to you per the tasker instruction to avoid any delays and to meet the DPCLO deadline; however the tasker portion has not been completed to indicate the report has been submitted. Our Flag Sec will close out the tasker.

Very Respectfully,

LN1(SW/AW)(b) (6)
Fleet Legalman
U.S. Fleet Cyber Command/ U.S TENTH Fleet
9800 Savage Road, Suite 6586
Fort George G. Meade, MD 20755-6586
COMM: (b) (6)

DSN: (b) (6)

<https://www.portal.navy.mil/fcc-c10f/jag/default.aspx>

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From: [Holder, Stacey D CIV NAVFAC HQ, FM](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: NAVFAC FY13 1st Qtr Privacy Report
Date: Monday, January 14, 2013 15:09:29

They were complaints about current procedures here. I gave a Privacy Training to all of the admins of the command and there they informed me of certain practices that should not have been in place. I addressed the issues and they have been resolved. So no there were no formal complaints about the program or breaches.

V/R
Stacey
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, January 14, 2013 10:16
To: Holder, Stacey D CIV NAVFAC HQ, FM
Subject: RE: NAVFAC FY13 1st Qtr Privacy Report

Stacy,

In the 803 Report tab of the quarterly report you listed 3 complaints but didn't provide the paperwork for the complaints. Question, are the 3 complaints that you listed complaints or breaches? If they are complaints can you fill the paperwork out (attached above) and submit back to me ASAP.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Holder, Stacey D CIV NAVFAC HQ, FM
Sent: Tuesday, January 08, 2013 7:56
To: DONFOIA-PA
Cc: (b) (6) CTR OPNAV, DNS-36; (b) (6) CTR OPNAV, DNS-36
Subject: NAVFAC FY13 1st Qtr Privacy Report

Please see attached

Very Respectfully,
Stacey Holder
FDP Program & Policy
(b) (6)

From: (b) (6) [CIV OJAG, CODE 13](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: OJAG Consolidated DPCLC Report
Date: Monday, January 14, 2013 12:50:03
Attachments: [RLSO EURAFSWA FY13 Q1 Privacy Complaints.doc](#)

(b) (6)

Hi. I provided the complaint paperwork in the Tasker, but it may have been confusing because the title was "RLSO EURAFSWA FY13 Q1 Privacy Complaints.doc" I forgot to rename the file "OJAG Privacy Complaint."

I have included it as an attachment to this e-mail.

v/r

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, January 14, 2013 12:08
To: (b) (6) CIV OJAG, CODE 13
Subject: OJAG Consolidated DPCLC Report

Dear (b) (6),

In the 803 Report tab of the quarterly report you listed 1 complaint but didn't provide the paperwork for the complaint. Question, is the complaint that you listed a complaint or a breach? If it is a complaint can you fill the paperwork out (attached above) and submit back to me as soon as you can or respond back that it's a breach.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: [West, Susan CIV CNRFC, N00J](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: 1st Quarter Privacy Report
Date: Tuesday, January 08, 2013 14:01:08

(b) (6)

We just found out in the last day or so that we have another SORN. I am so sorry.
I am waiting for the SORN to be emailed to me so I can complete the form.
Do you want me to forward you the form as I have it and then in a few days send you an updated copy?
Please advise.

V/r,
Susie West
Paralegal
Commander, Navy Reserve Forces Command
1915 Forrestal Drive
Norfolk, VA 23551
COMM: (b) (6)
DSN: (b) (6)
FAX: 444-7545
E-MAIL: (b) (6) navy.mil

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(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
Sent: Monday, April 08, 2013 7:54
To: Claussen, Roger R CIV CORB, CORB
Subject: RE:
Signed By: (b) (6) navy.mil

Dear Mr. Claussen:

Thanks for submitting your report. You are correct that there has been some issues with the last column. For the three remaining SORNs do they require any changes (Amendment, Alteration, Deleted or No changes required)?

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Claussen, Roger R CIV CORB, CORB
Sent: Monday, April 08, 2013 6:48 AM
To: DONFOIA-PA
Subject:

Attached is CORB PA report. One problem in completing the SORN review tab; in the last column, the program did not allow a selection, other than the first SORN, as to whether action was required.

R. Claussen
Counsel
Secretary of the Navy Council of Review Boards
Office: (b) (6) DSN: (b) (6)
FAX: 202-685-6610

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(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, April 15, 2013 15:00
To: 'dpclo.correspondence@osd.mil'
Cc: (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OSD ODAM-DPCLO';
(b) (6) CIV OSD ODAM-DPCLO'; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6)
(b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36; (b) (6) osd.mil'
Subject: Navy- Privacy Quarterly Report 2nd FY13
Attachments: BUMED Complaints 4-12-13.doc; CNIC-Complaints 4-12-13.docx; FINAL REPORT TO
DPCLO 4-10-13.xlsx; ONI-Complaints 4-12-13.doc
Signed By: (b) (6) navy.mil

Dear Sir or Madam:

Please find attached the 2nd Quarter FY13 consolidated Privacy Quarterly Report for Navy with the reported complaints summary sheets. If there are any questions or problems with this submission please feel free to contact me by phone or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 15, 2013 13:10
To: dpclo.correspondence@osd.mil; (b) (6) CIV OSD ODAM-DPCLO (b) (6) osd.mil)
Cc: Patterson, Robin L CIV NAVSEA, SEA COS (b) (6) navy.mil); (b) (6) CIV
OPNAV, DNS-36C (b) (6) navy.mil); (b) (6) CTR OPNAV, DNS-36
Subject: Navy-Privacy Quaterly Report 3rd FY 13
Attachments: BUMED 3rd Qtr FY13 Privacy Complaints.doc; FINAL PRIVACY 3RD QTR FY 13
REPORT.xlsx; NAVAIR 3rd QTR PRIVACY Complaints 6-24-13 (Autosaved).docx; ONR
PRIVACY 803 Complaints.1. ONR 3rd QTR 2013.doc; USFF PRIVACY_803
Complaint (3rd Qtr)-2.docx
Signed By: (b) (6) navy.mil

Dear Sir or Madam:

Please find attached the 3rd Quarter FY 13 Privacy Report for Navy with the reported complaints summary sheets.

If there are any questions please feel free to call or email.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: (b) (6) [LN1 FLTCYBERCOM/C10F, N00](#)
Subject: RE: FLTCYBERCOM consolidated DCPLO 2Q FY13 Report
Date: Wednesday, April 10, 2013 9:49:00

Dear (b) (6) :

Thanks for your response, that all I needed to know I will correct the spreadsheet.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: (b) (6) LN1 FLTCYBERCOM/C10F, N00
Sent: Wednesday, April 10, 2013 8:05 AM
To: DONFOIA-PA
Subject: RE: FLTCYBERCOM consolidated DCPLO 2Q FY13 Report

Good morning,

The four I put down was not actual complaints. PII/PA training was given to the command for GMT and there were specific questions and concerns raised by member during the training. Mainly questions about procedure and policy of handling personal PII as breaches.

There were zero complaints within the command this quarter. Should I change the number on the spreadsheet to zero?

V/r
LN1 (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Wednesday, April 10, 2013 7:12
To: (b) (6) LN1 FLTCYBERCOM/C10F, N00
Subject: FW: FLTCYBERCOM consolidated DCPLO 2Q FY13 Report

Dear (b) (6) :

Thank you for submitting your report. You indicated in the report that FLTCYBERCOM had four complaints, however you did not provide the complaint summary or indicate if action was taken or pending on the complaints. Please confirm if the complaints are actual complaints or breaches, if they are complaints please indicate if action has been taken or pending and complete the complaint summary form attached and send back to us.

Sincerely,
(b) (6)
PA/FOIA Support Specialist

Department of Navy

P: (b) (6)

F: (202) 685-6580

-----Original Message-----

From: (b) (6) LN1 FLTCYBERCOM/C10F, N00

Sent: Tuesday, April 09, 2013 3:45 PM

To: DONFOIA-PA

Cc: (b) (6) CAPT, FLTCYBERCOM-C10F, N00J; (b) (6) LTJG FLTCYBERCOM/C10F, N00FS

Subject: FLTCYBERCOM consolidated DCPLO 2Q FY13 Report

Good afternoon,

Attached is the FLTCYBERCOM consolidated 2Q FY13 Report. I am forwarding this report to you per the tasker instruction to avoid any delays and to meet the DPCLO deadline; however the tasker portion has not been completed to indicate the report has been submitted. Our Flag Sec will close out the tasker.

If you have any questions, please let me know. Have a wonderful afternoon!

Very Respectfully,

LN1(SW/AW) (b) (6)

Fleet Legalman

U.S. Fleet Cyber Command/ U.S TENTH Fleet

9800 Savage Road, Suite 6586

Fort George G. Meade, MD 20755-6586

COMM: (b) (6)

DSN: (b) (6)

<https://www.portal.navy.mil/fcc-c10f/jag/default.aspx>

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(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 13:59
To: (b) (6) CIV NAVAUDSVC
Subject: Privacy Quaterly Report 3rd Qtr FY 13
Attachments: Naval Audit Service Privacy Qtr Report 6-24-13.xls
Signed By: (b) (6) navy.mil

Dear (b) (6) :

I have a quick question, on NAS Privacy quarterly report you listed "Yes" for Accurately Describes System of Records, Accurately Describes NARA's Retention & Disposal, and Routine Use Disclosures Still Appropriate. If everything is accurate within the SORN then why did you list that the Action Required from the Review is that the SORN needs an Alteration?

Please note that one of the three categories would have to be "No" in order for an action to occur.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
Sent: Friday, April 05, 2013 14:54
To: Evans, Mary E. CIV NAVAIR 711000A
Subject: RE: Privacy Quarterly Report
Signed By: (b) (6) navy.mil

Dear Mary E. Evans:

Thanks for submitting your report. I just have a quick question, for the two SORNs NM03760-5 and NM01500-03 listed you did not mark the Action Required from the Review (I know that some people were having issues with the drop downs), do the two SORNs need to be Amended, Altered, Deleted or No changes required?

Did the three SORNs listed require OMB? You answered Yes to the OMB requirement being met but I wasn't sure if they actually required OMB. If they do require OMB then we will need that information in per the OMMB section of the report.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Evans, Mary E. CIV NAVAIR 711000A
Sent: Friday, April 05, 2013 10:06 AM
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report

Attached is the NAVAIR 803 Quarterly Report.

Respectfully,

Mary Ellen Evans
NAVAIR Privacy Act Coordinator
NAVAIR Records Officer

Records & Files Command Compliance Service Bureau
Naval Air Warfare Center Aircraft Division
22473 Millstone Road B505
Patuxent River MD 20670-1551
Phone (b) (6)
Fax 301-342-6380

<https://mynavair.navair.navy.mil/RFCC>

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA

Sent: Wednesday, March 20, 2013 13:40

To: Clemons, Karen R CIV DON/AA; Garcia, Della ; German, David Paul CIV; (b) (6) LCDR, N097 DEA; (b) (6) CIV CHINFO, OI-8; (b) (6) CIV CNIC HQ, N00; (b) (6) LT COMUSNAVSO/C4F, JAG; (b) (6) LCDR NOSC ORLA, RLISO; (b) (6) navy.mil; (b) (6) navy.mil; Claussen, Roger R CIV CORB, CORB; (b) (6) LN1 FLTCYBERCOM/C10F, N00; Hopgood, Vanessa ; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; Evans, Mary E. CIV NAVAIR 711000A; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) CDR NAVINSGEN, N57; (b) (6) CDR NR VTU IDC REG SW, 6519R; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Jones, Nancy B CIV NAVSAFECEN, 055R; Dolan, Ginger CIV NAVSEA, SEA 09P; Erdmann, Eric ; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CDR, NAVWARCOL NWC; (b) (6) MUCM U.S. Navy Band; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 00L; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, Operations; (b) (6) CIV OASN (FM&C), FMO; (b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 082; (b) (6) CIV OJAG, CODE 13; (b) (6); (b) (6) CIV ONR, 01IG; Gordon, Lani CIV SPAWAR, 35000; (b) (6); Alvers, Linda J CIV USFF, N01P; (b) (6); (b) (6) LT NRC, OOJ; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil

Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety, Steve CONT SECNAV, DONCIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36

Subject: Privacy Quarterly Report

All,

We have received the new templates for the 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column I) on the SORN Review Report. This column is the same information that was requested on the SORN Review Report 93-2007 that was recently sent to the Privacy Community. Please use the results from your efforts of all SORNs reviewed so far as part of that initiative and any other SORNs reviewed for this quarter.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box and then chop in the Tasker system to indicate completion by COB April 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and, 2. A complaint summary form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information on the service center line at 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 14:17
To: (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CDR NAVINSGEN, N57
Subject: Privacy Quarterly Report 3rd Qtr FY13
Attachments: NAVIG PRIVACY Report 6-21-13.xls
Signed By: (b) (6) navy.mil

Dear Privacy Coordinator:

I have a quick question for you, on NAVIG Privacy Quarterly Report you mark "No" under Accurately Describes System of Records but then marked under Action Required from Review "No Changes Required". If the SORN isn't accurate then a change would be required such as reviewed-will alter or amend. If no changes are required then this should be marked "yes"

Please advised!

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, July 08, 2013 12:13
To: West, Susan CIV CNRFC, N00J
Subject: RE: Privacy Quarterly Report 3rd FY 13
Signed By: (b) (6) navy.mil

Dear Susan West:

I have a quick question about the report, you noted that both Systems of Records were not maintained by a contractor but under FAR Clauses included in the contract, under SORN N01080-3 you left blank and SORN N01571-1 you said yes. If neither is maintain by a contractor then under FAR Clauses included in the contract should be NO. FAR Clauses are included in a contracts when a system is maintained in whole or part by a contractor.

Please advised!

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P **(b) (6)**
F: (202) 685-6580

-----Original Message-----

From: West, Susan CIV CNRFC, N00J
Sent: Tuesday, July 02, 2013 11:58 AM
To: DONFOIA-PA
Cc: (b) (6) CIV CNRFC, NOOJ
Subject: RE: Privacy Quarterly Report 3rd FY 13

Please see the attached 3rd quarter report for Commander, Navy Reserve Force.
If you have any questions my contact information is listed below.
Thanks and have a wonderful holiday.

V/r,
Susie West
Paralegal
Commander, Navy Reserve Forces Command
1915 Forrestal Drive
Norfolk, VA 23551
COMM: (b) (6)
DSN: (b) (6)
FAX: 444-7545

E-MAIL: (b) (6) navy.mil

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-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA

Sent: Wednesday, June 19, 2013 8:28

To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00J; West, Susan CIV CNRFC, N00J; Erdmann, Eric ; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) LT COMUSNAVSO/C4F, JAG; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NCIS, 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) usnwc.edu; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV ONR, 01IG; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) navy.mil; (b) (6) LN1 FLT CYBERCOM/C10F, N00; (b) (6) ; (b) (6) CIV CHINFO, OI-8; Hopgood, Vanessa ; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CDR NAVINSGEN, N57; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; (b) (6) CIV OASN (FM&C), FMO; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV PACOM, J0213

Cc: (b) (6) D CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daughety, Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36; (b) (6) (b) (6) CIV PACOM/J021

Subject: Privacy Quarterly Report 3rd FY 13

All,

We have received the new templates for the 3rd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column H) entitled "FAR Clauses Included in Contract", which is highlighted in red on the SORN Review Report and has deleted the OMB Approval tab from the quarterly report. Please include the results from the SORN Review Report 93-2007 initiative that was recently sent to the Privacy Community and any other SORNs reviewed for this quarter.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, and then chop in the Tasker system to indicate completion by COB July 9, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
Sent: Friday, April 05, 2013 15:00
To: Dolan, Ginger CIV NAVSEA, SEA 09P
Subject: RE: 20130405 - NAVSEA 2nd Quarter 803 DPCLO Quarterly Report.xlsx
Signed By: (b) (6) navy.mil

Dear Ginger Dolan:

Thanks for submitting your report. I just have a quick question, for the five SORNs listed you did not mark the Action Required from the Review (I know that some people were having issues with the drop downs), do the five SORNs need to be Amended, Altered, Deleted or No changes required?

Did the five SORNs listed require OMB? You did not provide a response (Yes/No/NA) to the OMB requirement being met and I need to know if the SORNs actually required OMB. If they do require OMB then we will need that information per the OMB section of the report.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Dolan, Ginger CIV NAVSEA, SEA 09P
Sent: Friday, April 05, 2013 2:39 PM
To: (b) (6) CTR OPNAV, DNS-36G; DONFOIA-PA
Cc: (b) (6) CIV SEA 09P; (b) (6) D CIV NAVSEA, SEA 09P
Subject: 20130405 - NAVSEA 2nd Quarter 803 DPCLO Quarterly Report.xlsx

Hello,

Attached is the NAVSEA 2nd Quarter DPCLO Quarterly Report. We did not have any Privacy complaints this quarter.

If you have any questions, please let me know.

Respectfully,
Ginger Dolan
NAVSEA Privacy/PII Program Coordinator, SEA 09P2
1333 Isaac Hull Ave, SE, Room 1W3700
Washington Navy Yard, DC 20376
Phone: (b) (6) Fax: 202-781-4757
E-mail [mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, April 10, 2013 10:16
To: (b) (6) CIV NCIS, 00L
Subject: Privacy Quarterly Report
Attachments: NCIS Breach 4-8-13.docx
Signed By: (b) (6) navy.mil

Dear (b) (6):

Thank you for submitting your report. Per the attached Complaint Summary, the description suggests that this is a breach and not a complaint.

Can you confirm that this is correct? If yes, then we will update the spreadsheet to zero complaints.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Tuesday, July 09, 2013 13:57
To: (b) (6) CIV NCIS, 00L; (b) (6) CIV NCIS, 11C
Subject: NCIS Privacy Quarterly 3rd FY13 Report
Attachments: NCIS_DON PRIVACY 803 Reporting FINAL 7-9-13.xlsx; FW: SORN REVIEW 93-07-CM (46.5 KB)
Signed By: (b) (6) navy.mil

All:

I updated your Privacy Report to show the six SORNs that NCIS reviewed on April 29, 2013 (refer to attached email). These six SORNs were not reported on last quarter's report. If you could fill in the remaining drop downs highlighted in yellow and return, this would complete the report.

DPCLO has indicated that they are tracking the statutorily required biennial review information from the quarterly reports and we want everyone to get credit for the work they have done.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P (b) (6)
F: (202) 685-6580

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Monday, April 15, 2013 9:01
To: (b) (6) CIV OJAG, CODE 13
Subject: Privacy Quarterly Report 2nd FY13
Signed By: (b) (6) navy.mil

Importance: High

Dear (b) (6):

I need to talk to you ASAP regarding the Privacy Quarterly Report!

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: [Dolan, Ginger CIV NAVSEA, SEA 09P](#)
Subject: FW: Q4 2013 Report
Date: Tuesday, October 15, 2013 10:43:00
Attachments: [DON PRIVACY 803 PNS Forth Quarter FY 13 Report.xlsx](#)

Dear Ginger Dolan:

I didn't know if you're had receive this or not.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: Flood, Scott W CIV PORTS, 100L
Sent: Tuesday, October 15, 2013 10:03 AM
To: DONFOIA-PA
Cc: (b) (6) CIV PORTS, 100L
Subject: Q4 2013 Report

Hello,

Attached is the Q4, 2013, DON Privacy 803 Report from the Portsmouth Naval Shipyard.

Best wishes,

Scott

Scott W. Flood, Assistant Counsel
Portsmouth Naval Shipyard
Code 100L
Kittery, ME 03804
(b) (6) Office
(b) (6) Cell
(207) 438-2929 Fax
(b) (6) DSN
(b) (6) navy mil

FY13 pending complaints reported

4th Q (18)

BUMED

Agency Name: Naval Medical Center Portsmouth

Complaint #18

Description of Complaint: Complainant alleges that her husband who works at NMCP has been accessing her electronic medical record.

Findings: Under Investigation

Disposition: Pending.

Findings: Ongoing Investigation

Current Disposition: TBD

Complaint #20

Description of Complaint: Complainant alleges that members in her chain of command accessed her medical information without a need-to-know or appropriate authorization.

Findings: Under investigation.

Disposition: Pending

Findings: Substantiated

Final Disposition: Closed

Complaint #21

Description of Complaint: Complainant alleges that a member of the NMCP staff electronically accessed his medical records without appropriate authorization or “need-to-know.

Findings: Under investigation.

Disposition: Pending

Findings: Unsubstantiated

Final Disposition: Closed

Complaint #22

Description of Complaint: Complainant alleges that a member of the NMCP staff electronically accessed his medical records without appropriate authorization or “need-to-know.

Findings: Under investigation.

Disposition: Pending

Findings: Unsubstantiated

Final Disposition: Closed

Complaint # 23

Description of Complaint: Complainant alleges that a member of the NMCP staff electronically accessed his medical records without appropriate authorization or “need-to-know.

Findings: Under investigation.

Disposition: Pending

Findings: Unsubstantiated

Final Disposition: Closed

Complaint # 24

Description of Complaint: (SJA Office (Legal) Complaint) Complainant alleges that a member of the NMCP staff electronically accessed her medical records without appropriate authorization or “need-to-know.

Findings: Under investigation.

Disposition: Pending

Findings: Ongoing Investigation

Current Disposition: Still pending

Complaint # 25

Description of Complaint: (SJA Office (Legal) Complaint) Complainant alleges that a member of the NMCP staff electronically accessed her medical records without appropriate authorization or “need-to-know.

Findings: Under investigation.

Disposition: Pending

Findings: Ongoing Investigation

Current Disposition: Still pending

Complaint # 26

Description of Complaint: NMCP staff member identified incorrect information in four patients’ records. Complainant alleged that incorrect information had been put in her sensitive patient record.

Findings: Unsubstantiated; Request to amend patient records forwarded to System Administrator

Disposition: Amendments pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint # 27

Description of Complaint: HIPAA Officer at another Covered Entity alleges that member at NMCP put incorrect information in one of their active duty member’s medical record.

Findings: Unsubstantiated; Request to amend patient records forwarded to site System Administrator

Disposition: Amendments pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #28

Description of Complaint: HIPAA Officer at another Covered Entity alleges that member at NMCP put incorrect information in one of their active duty members dependent's medical record.

Findings: Unsubstantiated; Request to amend patient records forwarded to site System Administrator

Disposition: Amendments pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #29

Description of Complaint: NMCP staff member identified incorrect information in patient's record. Complainant alleged that incorrect information had been put in her sensitive patient record.

Findings: Unsubstantiated; Request to amend patient records forwarded to System Administrator

Disposition: Amendments pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #30

Description of Complaint: Patient at NMCP alleges that incorrect information has been put into her medical record.

Findings: Unsubstantiated; Request to amend patient records waiting for verification of alleged error.

Disposition: Amendments pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #35

Description of Complaint: Patient's request for Protected Health information was not complete. The patient requested his inpatient and outpatient medical records and only received his outpatient records.

Findings: Under Investigation

Disposition: Pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #36

Description of Complaint: Complainant received Protected Health Information of another patient as part of a request for a copy of her medical records.

Findings: Under Investigation

Disposition: Pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

Complaint #37

Description of Complaint: Complainant's pharmacy medications were given to another patient.

Findings: Under Investigation

Disposition: Pending.

Current Disposition: Pending: the complaints have been vetted to the next level for correction.

NAVAIR

Agency Name: Navair Air Systems Command (NAVAIR)

Complaint #1:

Description of Complaint: In January 2013 complainant contacted FRC East Cherry Point about a Privacy Act violation pertaining to my medical/dental information being sent to a third party without my consent. Complainant stated that she wanted to file a complaint and sent an email stating her intent to the Command Investigator/Privacy Act Coordinator per Coordinators request.

After 3 months with no reply, complainant called the NAVAIR hotline on 4 April 2013. At that time, she was told to forward the email that she had sent to the FRC East investigator and they would get back with her in a few days. Complainant did not hear back so she emailed the NAVAIR Inspector General's investigator and was told that the FRC East employee was on leave and she would contact her after speaking to him.

As of yet, she has not been contacted by either agency. On 3 June 2013 she emailed the NAVIG Hotline & Investigations Division and was told that she needed to go thru DON CIO with her complaint. She feels as if both FRC East and the NAVAIR hotline have deliberately pushed this complaint aside because she has a Mixed Case EEO case pending. She started her EEO complaint in February 2012. In April 2012 she was sent home on admin leave over the generation of a state compliance report. She was terminated from her position in October 2012. She has retained an Unemployment lawyer and is still receiving unemployment benefits until such time that the Employment Security Division Hearing Officer deems otherwise.

She applied for unemployment on 15 October 2012 and after the Employment Commissions investigation, she was granted unemployment benefits.

In January 2013, she received a copy of a package sent from FRC East to the Commission appealing her benefits. As she went through the paperwork she found numerous doctor notes, detailed dentists appointments with the cost to her after insurance. She also found a diagnosis of a medical condition she had along with the comment of how she tried multiple medications until the doctor and she found the right cocktail for her. This diagnosis was made approximately five years ago and has no bearing on the creation of the report in question or the reason for her dismissal. Other information concerning her personal medical information was also present in the package. During one of the appeal meetings which was held in the Employment Security Division Hearing Officers chambers, it came out that 3 weeks had elapsed from the time Fed Ex

delivered this package to the State until it got into the hands of the person it was sent to. No one knows where all her personal information was for the 3 weeks in between. The hearing officer also told FRC East legal that he was not going to go thru the 500 pages plus packet with assorted documents including personal ones that he wanted only the documents that related to the creation of the report in question, the proposal for removal and with the dismissal itself.

She did not sign a waiver nor give permission to have any medical information sent to a third party. Therefore, she believes the facility has breached her privacy spelled out in the Privacy Act dated 1974 and the 1996 HIPAA guidelines.

FRC East Legal department said it is their Standard Operating Procedure to send everything to the state therefore all her medical information can be given to other entities outside the government.

Findings: This complaint was initial discussed at the FRC East Cherry Points, legal and Privacy Act Coordinator Level. It was determined at that time by them that all documents sent were in accordance with their standard policy.

Disposition: Un-Resolved – This complaint is now at the NAVAIR legal office for response to the individual complainant.

Final Disposition: Resolved- Individual was counseled and turns out this were more of a security issue.

ONR

Agency Name: Department of the Navy Office of Naval Research

Complaint #2013-4

Description of Complaint: Administrative Officer from one of the scientific codes asked for Advice on whether employees who are leaving the agency may take home with them in their papers information which is considered **Personally Identifiable Information (PII)**.

Disposition: The Privacy Officer met with individual and advised him of the ONR Privacy Instruction which prohibits sharing PII with anyone unless they have a “need to know” the information. **The complaint is not resolved.** ONR Privacy Staff is still looking for written guidance pertaining to appropriate handling of the various types of documents and electronic media.

Final Disposition: Resolved

USFF

Agency Name: Military Sealift Command (Norfolk)

Complaint #1

Description of Complaint: During a staff meeting, a Navy Captain allegedly verbally released information about an IG Investigation involving one of his staff members. The Staff member complained to his chain of command that PII had been released in front of the staff and filed a formal PII Complaint with the command. The MSC Chief of Staff has convened a Command Investigation into a Privacy Act complaint. The Investigating Officer turned in the Report of Investigation on 20 June 2013. Final endorsement is pending

Disposition: Pending.

Final Disposition: Closed- Final endorsement signed and report forwarded to complainant.

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
1ST QTR FY13 – OCTOBER 1, 2012 – DECEMBER 31, 2012**

Agency Name: Defense Finance and Accounting Service

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: Complaint from the VA that DFAS technician in Civilian Pay sent unencrypted report containing PII to the VA.

Findings: DFAS Civilian Pay was sending PII data, name and last four to VA to resolve civilian payroll issues. DFAS PA Officer was notified who in-turn contacted DFAS Information Technology who resolved the issue with the VA. Problem – VA technicians would not accept DFAS technician's certificate so the data could be encrypted when sent to the VA. DFAS pays the VA civilian employees and technicians had to advise VA of rejected transactions.

Disposition: DFAS IT worked with the VA to resolve the issue and DFAS Civilian Pay Technicians can now send encrypted emails to the VA technicians and they can also send DFAS encrypted emails as the VA authorized their technicians to accept the DFAS CAC certificate.

Complaint #X

Description of Complaint:

Findings:

Disposition:

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
1ST QTR FY14 – OCTOBER 1, 2013 – DECEMBER 31, 2013**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information. The complainant was notified. Privacy breach referred to command for disciplinary action.

Disposition: Responsive Action Taken.

Complaint #X

Description of Complaint:

Findings:

Disposition:

EXAMPLE

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF CIVIL LIBERTIES COMPLAINTS AND DISPOSITIONS
1ST QTR FY14 – OCTOBER 1, 2013 – DECEMBER 31, 2013**

Agency Name:

Total number of complaints:

Complaint #X:

Description of Complaint: Alleged First Amendment violation. Complainant alleges his new supervisor sent an email to all-hands announcing that the pre-existing practice of allowing employees to take time away from their desks for religious prayer is being discontinued.

Findings: The Department of the Army has received and evaluated the complaint, and the complaint is being investigated.

Disposition: Pending.

Complaint #X:

Description of Complaint: Alleged First Amendment violation. Complainant alleges he was reprimanded for attending a political rally during his lunch break.

Findings: The Department of the Army has received and evaluated the complaint, and the complaint is being investigated.

Disposition: Pending.

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
2ND QTR FY14 – JANUARY 1, 2014 – MARCH 31, 2014**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information. The complainant was notified. Privacy breach referred to command for disciplinary action.

Disposition: Responsive Action Taken.

Complaint #X

Description of Complaint:

Findings:

Disposition:

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY13 – JULY 1, 2013 – SEPTEMBER 30, 2013**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information. The complainant was notified. Privacy breach referred to command for disciplinary action.

Disposition: Responsive Action Taken.

Complaint #X

Description of Complaint:

Findings:

Disposition:

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY14 – JULY 1, 2014 – SEPTEMBER 30, 2014**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information. The complainant was notified. Privacy breach referred to command for disciplinary action.

Disposition: Responsive Action Taken.

Complaint #X

Description of Complaint:

Findings:

Disposition:

From: (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA
To: Clemons, Karen R CIV DON/AA; Garcia, Della; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, N00J; West, Susan CIV CNRFC, N00J; Erdmann, Eric; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) navy.mil; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NCIS, 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFEEN, 055R; (b) (6) usnwc.edu; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV ONR, 01IG; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani CIV SPAWAR, 35000; (b) (6) navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) (b) (6) USNA, EDU; (b) (6) CIV CHINFO, 01-8; Hopgood, Vanessa; (b) (6) CIV FLDSUPACT, TSA-01A; (b) (6) CDR NAVINSGEN, N57; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CAPTAIN FORCE JUDGE ADVOCATE, PENSACOLA; (b) (6) CIV OASN (FM&C), FMO; (b) (6) navy.mil; (b) (6) nexweb.org; (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV PACOM, J0213
Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NAVSEA, SEA 09P; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; Daugherty, Steve CIV SECNAV, DON CIO; Muck, Steve CIV SECNAV, DON CIO; (b) (6) CTR OPNAV, DNS-36G; (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV PACOM/J021
Subject: Privacy Quarterly Report 3rd FY 13
Date: Wednesday, June 19, 2013 8:28:00
Attachments: [PA QTR Reporting Instructions 6-17-13.docx](#)
[PRIVACY 803 Complaints Example.doc](#)
[DON PRIVACY 803 Reporting Template 6-17-13.xlsx](#)

All,

We have received the new templates for the 3rd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms and for those not in Taskers, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please note that DPCLO added a new column (Lines 12-19 Column H) entitled "FAR Clauses Included in Contract", which is highlighted in red on the SORN Review Report and has deleted the OMB Approval tab from the quarterly report. Please include the results from the SORN Review Report 93-2007 initiative that was recently sent to the Privacy Community and any other SORNs reviewed for this quarter.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, and then chop in the Tasker system to indicate completion by COB July 9, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

The Privacy Team, (b) (6), (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CIV NAVAUDSVC
Sent: Thursday, October 17, 2013 11:04
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report- Overdue!
Signed By: (b) (6) navy.mil

Good morning (b) (6):

Re: the quarterly report from Naval Audit Service...

We had no activity, so I can provide a form with all zeroes, or you can enter us as negative response. If you need the all-zeroes form please let me know. Whichever is faster for you.

(b) (6)
Naval Audit Service
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Thursday, October 17, 2013 10:36 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) EMCS MOTOR POOL, N0044; (b) (6) LN1
FLT CYBERCOM/C10F, N00; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) ; Holder, Stacey D CIV NAVFAC HQ,
FM; (b) (6) ; Gibbons, Patrick J CDR JAGC, USN; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV OCHR, 08;
(b) (6) CIV NCIS, 00L; (b) (6) CIV NAVAUDSVC; Clemons, Karen R CIV DON/AA; (b) (6) CIV
NAVINSGEN, N00K1; (b) (6) CIV ONR, BD04C; (b) (6) LCDR, N097 DEA; (b) (6) D CDR
SECNAV, PA Office
Subject: Privacy Quarterly Report- Overdue!

All,

DNS-36 has not received your command's 4th Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the government shutdown made it difficult to get this completed and submitted to us. We also understand that some of you are returning back to work today. Therefore if you're unable to complete the report please email us a negative response. We can report your findings for this quarter on the next quarters report.

Please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) CIV NAVAUDSVC
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report
Date: Monday, October 06, 2014 10:10:49

Good morning, (b) (6).

Negative privacy activity from Naval Audit Service for the recent quarter.

Vr/
(b) (6)

(b) (6)
Editor / FOIA-Privacy
Naval Audit Service
Washington Navy Yard, D.C.
(b) (6)
navy mil

This signature line and my digital signature is the equivalent of a hard copy signature, serving to authenticate that I have the authority to send this e-mail and to indicate I have consciously decided that it should have the same legal authority normally accorded to an actual hard copy signature.

FOR OFFICIAL USE ONLY

This email, including any attachments, is For Official Use Only, and also may contain privacy sensitive information that requires protection from unauthorized disclosure. Do not disseminate this email, or its contents, to anyone who does not have an official need for access.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, October 06, 2014 7:51 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; Holder, Stacey D CIV NAVFAC HQ, FM; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) M LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097; (b) (6) ; (b) (6) navy mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY13 – JULY 1, 2013 – SEPTEMBER 30, 2013**

Agency Name: Department of the Navy, Naval Air Systems Command, Fleet Readiness Center, Cherry Point NC

1 Complaints

Complaint #1

Description of Complaint: A terminated employee complained their personally sensitive data had been discussed with an individual who did not have a need-to-know.

Findings: Privacy complaint referred to command for disciplinary action. Additional training was provided to both individuals by local Privacy Act Coordinator.

Disposition: Responsive Action Taken and completed.

From: (b) (6) [navy.mil](mailto:(b) (6)@navy.mil)
To: [DONFOIA-PA](mailto:DONFOIA-PA@NAVY.MIL)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, January 15, 2014 7:19:54

Ma'am,

Sorry for the delay in submitting CNE-CNA (UIC 00061 and 3818A) report, but we have nothing to report this quarter. If you need any additional information please let me know.

Vr,

LT (b) (6)
CNE-CNA-C6F Administrative Officer
DSN: (b) (6)
COM: (b) (6)
Email: NIPR - (b) (6)@navy.mil
Mailing Address: PSC 809 Box 2148
FPO AE 09626-2148

-----Original Message-----

From: Manley, Crystal D CTR OPNAV, DNS-36
[mailto:(b) (6)@navy.mil] On Behalf Of DONFOIA-PA
Sent: Tuesday, January 14, 2014 5:27 PM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) LN1 FLTCYBERCOM/C10F, N00; Gibbons, Patrick J CDR JAGC, USN; (b) (6) CDR USN COMUSNAVCENT; (b) (6) LT USN CNE-CNA-C6F NAPLES; (b) (6) CIV NCIS, 11C; Clemons, Karen R CIV DON/AA; (b) (6) CIV ONR, BD04C; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CIV NCIS, 00L
Subject: Privacy Quarterly Report- Overdue!

This is sent on behalf of Robin Patterson, Head, DON PA/FOIA Program Office (DNS-36).

All,

DNS-36 has not received your command's 1st Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report, which is now overdue.

If you are unable to complete the report and submit it to us then please response "Nothing to report for this quarter" or if your response input is negative, please respond to this email accordingly.

If you need help or assistant please call (b) (6) directly at (b) (6).

All reports should be submitted to the DONFOIA-PA@NAVY.MIL email box ASAP.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office

DNS-36

Service center 202 685-0412

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component: <Select Component>
 Reporting Quarters: FY2013 2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	1	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	0	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER								
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	Section (m) Contractor Review Complete	OMB Control Number Requirement Met	Action Required from Review
N05041-1 NAVINSGEN Investigative File	July 1, 2011 FR 38643	No	Yes	Yes	Yes	o - Not Contractor Maintained	N/A	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>

Total Number of SORNs Reviewed this Quarter: 1

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component:	<Select Component>	
Reporting Quarters:	FY2013	2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS)	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contractor Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974 5 U.S.C. 552a OMB Circular A-130 Appendix I and OMB Memo M-07-16. Examples of reviews may include a Privacy impact Assessment OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions) or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	<Select One>
Have contractor employees completed DoD Component Privacy Act training?	<Select One>

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1 Process and Procedure ⁵	0		
2 Redress ⁶	0		
3 Operational ⁷	0		
4 Referred to Other Agency	0		
4 Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of (1) process and procedural issues (consent collection disclosure and notice) (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters) or (3) operational issues (Privacy Act matters not including requests for access disclosure and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues consent collection disclosure and notice.

⁶ Redress Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues Privacy Act matters not including requests for access disclosure and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies procedures or guidance pertaining to privacy issued by (1) the Heads of the OSD and DoD Components or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components or (2) Component Senior Officials for Privacy. Examples of a response to advice may include guidance new procedure or training.

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

DON Component: <Select Component>

Reporting Quarters: FY2013 2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

OMB Control Number Requirement			
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	Comments
<SORN ID Number>	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with Current OMB Control Number0

Total Number with Expired OMB Control Number0

Total Number Without OMB Control Number0

From: (b) (6) [CIV NAVINSGEN, N00K1](#)
To: [DONFOIA-PA](#); (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report
Date: Monday, October 06, 2014 8:19:14
Attachments: [Copy of DON PRIVACY 803 Reporting Template 10-6-14.xlsx](#)

(b) (6)

NAVINSGEN has a negative response.

R,
(b) (6)

(b) (6)
Legal Office, Naval Inspector General
(b) (6)
(b) (6) navy.mil

For Official Use Only. May contain PII or Privacy Sensitive information. Misuse may result in criminal or civil penalties. If you believe you received this email in error, please notify the sender by reply email.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, October 06, 2014 7:51 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; Holder, Stacey D CIV NAVFAC HQ, FM; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; (b) (6) M LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097; (b) (6) ; (b) (6) navy mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: [Dolan, Ginger CIV NAVSEA, SEA 00A](#)
To: [DONFOIA-PA](#)
Cc: (b) (6) [CIV SEA 00A, Dep Director, Command Admin Svcs; Hamlin, Donna M CIV NAVSEA, SEA 00A](#)
Subject: RE: Privacy Quarterly Report 4th FY 14
Date: Friday, September 19, 2014 12:10:56

(b) (6)

I have forwarded your email to (b) (6). He is currently overseeing the Privacy Program, if you need anything he can be reached at (b) (6).

Respectfully,
Ginger Dolan
FOIA Specialist
Naval Sea Systems Command
2100 2nd Street, SE, Room 2217
Washington, DC
Phone: (b) (6)
E-mail [mailto:\(b\) \(6\)@navy.mil](mailto:(b) (6)@navy.mil)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Tuesday, September 16, 2014 11:03 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; (b) (6) CDR COMUSNAVSO/C4F, JAG; (b) (6) CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; (b) (6) (b) (6) CIV NAVSUP; Ho (b) (6) (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org' (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE I3; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) CIV OCHR, 08; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy.mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) (b) (6) ; (b) (6) ; (b) (6) CTR OGC, DGC; (b) (6) D CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; German, David Paul CIV; (b) (6) LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG
Cc: (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3; (b) (6) CTR OPNAV, DNS-36; (b) (6) CIV NAVSEA, SEA 00P; (b) (6) CIV NAVINSGEN, N00K; (b) (6) OGC, DGC; (b) (6) CIV PACOM/J021; (b) (6) CIV NAVSEA, SEA 00P; (b) (6) CIV HQMC, HQMC ARD
Subject: Privacy Quarterly Report 4th FY 14

All,

We have received the templates for the 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter and instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB October 8, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: [Dolan, Ginger CIV NAVSEA, SEA 00P](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:38:11

(b) (6), I wasn't here yesterday and I am no longer doing the Privacy Program. I will get the report together for you today and let you know what is going on with the position tomorrow.

VR
Ginger

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, July 09, 2014 7:16 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) navy.mil; (b) (6) HMC
COMPACFLT, N01H; (b) (6) LNI FLTCYBERCOM/C10F, N00; (b) (6) CIV
FLDSUPPACT, FSA-01A; Erdmann, Eric ; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head;
Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; Crowther, Norma CIV;
(b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; (b) (6) ; (b) (6)
(b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV
CNRFC, N00J; (b) (6) LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV
NETC, Legal; (b) (6) CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA;
(b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office;
(b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J; (b) (6) OGC, DGC;
(b) (6) CIV OGC, DGC
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON

IN REPLY REFER TO:
5211

NOGCA2/0003

APR 08 2013

From: Commander, Naval Supply Systems Command
To: Office of the Chief of Naval Operations (DNS-36)
Subj: DEFENSE PRIVACY PROGRAM QUARTERLY REPORT 2nd QUARTER
FISCAL YEAR 13

Ref: (a) Section 803 of Public Law 110-53

Encl: (1) Defense Privacy Program/Section 803 Quarterly Report

1. As required by reference (a), enclosure (1) is submitted by the Naval Supply Systems Command.

2. For any questions, please contact our acting Chief of Staff, Captain (b) (6) at (b) (6) DSN 430, or email at (b) (6) navy.mil.


JOHN C. GOODHART
Vice Commander

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

NAVSUP

DON Component:
Reporting Quarters:

<Select Component>
FY2013 2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this Quarter / 2 Total reviewed to-date: 2	<Explain deviation below 12.5% per quarter>
How many SORNs have been reviewed for "Pending" NABA approved retentions?	Number reviewed 0 / Total Number 0	<all pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NABA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemption Still Required	Section (m) Contractor Review Complete	OMB Control Number Requirement Met	Action Required from Review	
ND4066-4 Navy Lodge Records	April 30, 2008, 73 FR 23468	Yes	Yes	Yes	N/A	No - Not Contractor Maintained	N/A	Amendment	
ND4066-5 NEXCOM Direct Mail List/Patron Profile	September 9, 1996, 61 FR 47483	Yes	Yes	Yes	N/A	No - Not Contractor Maintained	N/A	Amendment	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	<Select One>	

Total Number of SORNs Reviewed this Quarter: 2

REPORTS ARE DUE TO DMS J6 BY COB APR 8TH

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT	
Number Reviewed this quarter/ 2 Total reviewed to-date: 2	<Explain deviation below 12.5% per quarter>
Number reviewed of Total Number 0	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records		Accurately Describes NARA's Retention & Disposal		Routine Use Disclosures Still Appropriate		Is an Exemption Still Required	
		Yes	No	Yes	No	Yes	No	Complete	Action Required From Review
N04066-4 Navy Lodge Records	April 30, 2008, 73 FR 23448	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)
N04066-5 NEXCOM Direct Mail List/Patron Profile	September 9, 1996, 61 FR 47483	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)
		(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)	(Select One)

Total Number of SORNs Reviewed this Quarter: 2

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

NAVSUP

DON Component:
Reporting Quarters:

<Select Component>
FY2013 2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS)	1
Computer Matching Agreements (CMAs)	DFCLD will complete this field
Section (m) Contractor Review	0
Total Number of Reviews ¹	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a, OMB Circular A-130, Appendix I, and OMB Memo M-07-16. Examples of reviews may include a Privacy Impact Assessment, OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions), or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions		
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³
1. Process and Procedure ⁴	0	Pending ⁴
2. Redress ⁵	0	
3. Operational ⁶	0	
4. Referred to Other Agency	0	
4. Other, Please Explain	0	
Total Number of Complaints this Quarter		0

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Redress means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

NAVSUP

DON Component:
Reporting Quarters:

<Select Component>
FY2013 2nd QTR (Jan-Mar)

REPORTS ARE DUE TO DNS-36 BY COB APR 8TH!

OMB Control Number Requirement			
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	Comments
<SORN ID Number>	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with Current OMB Control Number 0
Total Number with Expired OMB Control Number 0
Total Number Without OMB Control Number 0




DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:

5211
NOGCA2/0006

JUL 09 2013

From: Commander, Naval Supply Systems Command
To: Office of the Chief of Naval Operations (DNS-36)
Subj: DEFENSE PRIVACY PROGRAM QUARTERLY REPORT 3rd QUARTER
FISCAL YEAR 13
Ref: (a) Section 803 of Public Law 110-53
Encl: (1) Defense Privacy Program/Section 803 Quarterly Reports
1. As required by reference (a), enclosure (1) is submitted by
the Naval Supply Systems Command.
2. For any questions, please contact our Chief of Staff,
Captain (b) (6) at (b) (6), DSN 430, or email at
(b) (6) navy.mil.


JOHN C. GOODHART
Vice Commander

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component: NAVSUP
Reporting Quarters: FY2013 3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DNS-36 BY COB JULY 9TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT			
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed/Total	Number Reviewed/Total	Number Reviewed/Total
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number: 0	Number: 0	Number: 0

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemption Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
N04060-1 Navy and Marine Corps Exchange Sales		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-1 Bad Checks and Insolvency Lists		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-3 Layaway		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-4 Navy Lodge		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-5 NEXCOM Direct Mail List		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-6 NEXCOM HR Personnel Records		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-7 NEXCOM Employee Benefits Records		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-8 NEXCOM Payroll processing		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N12550-3 - Employee benefits records incorporated into N04060-7		Yes	Yes	Yes	N/A	Not maintained by contractor	N/A	No	Amendment
N04060-2 being deleted		No	No						Deletion
N01070-7 being deleted		No	No						Deletion

Total Number of SORNs Reviewed this Quarter: 11

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

 DON Component:
Reporting Quarters:

FY2013

NAVSUP

3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DNS-36 BY COB JULY 9th!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	3
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	2
Total Number of Reviews 5	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R2?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions		
Type/Nature of Complaint ¹	Number of Complaints	Responsive Action Taken ³
1. Process and Procedure ³	0	Pending ⁴
2. Redress ⁵	0	
3. Operational ⁷	0	
4. Referred to Other Agency	0	
4. Other, Please Explain	0	
Total Number of Complaints this Quarter		0

¹ A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.⁵ Process and procedural issues: consent, collection, disclosure, and notice.⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ¹	Response to Advice ²

¹ Advice provided is the written assurance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.² Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
5450 CARLISLE PIKE
PO BOX 2050
MECHANICSBURG PA 17055-0791

TELEPHONE NUMBER
COMMERCIAL
AUTOVON
IN REPLY REFER TO:
5211
NOGCA2/0001
JAN 4 2013

From: Commander, Naval Supply Systems Command
To: Office of the Chief of Naval Operations (DNS-36)
Subj: DEFENSE PRIVACY PROGRAM QUARTERLY REPORT 1ST QUARTER
FISCAL YEAR 13

Ref: (a) Section 803 of Public Law 110-53

Encl: (1) Defense Privacy Program/Section 803 Quarterly Reports

1. As required by reference (a), enclosure (1) is submitted by the Naval Supply Systems Command.

2. For any questions, please contact our Chief of Staff, Captain (b) (6) at (b) (6) DSN 430, or email at (b) (6) navy.mil.

KAREN L. FENSTERMACHER
By direction

DON Component:	NAVSUP
Reporting Quarters:	FY2013 1st QTR (Oct. - Dec.)

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH:

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT	
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter - 0 / Total reviewed to-date - 9 <Explain deviation below 12.5% per quarter>
	Number reviewed - 0 / Total Number - 0 <All pending are reported quarterly>

SORNS REVIEWED THIS QUARTER

[illegible]

Total Number of SORNs Reviewed this Quarter:	0
--	---

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

NEXCOM

DON Component: FY2013 1st QTR (Oct. - Dec.)
Reporting Quarters: <Select Component>

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

Reviews		
Types of Reviews ¹	Number of Reviews	
Privacy Act Statements (PAS)	0	
Computer Matching Agreements (CMAs)	DPCLO will complete this field	
Section (m) Contractor Review	0	
Total Number of Reviews		0

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a; OMB Circular A-130, Appendix I; and OMB Memo M-07-16. Examples of reviews may include a Privacy impact Assessment, OMB Circular A-130 Privacy Act reviews (new and updated system of records reviews and reviews of proposed rules for Privacy Act exemptions), or OMB Circular A-130 Computer Matching reviews.

Contractor Responsibilities		
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes	
Have contractor employees completed DoD Component Privacy Act training?	Yes	

Privacy Complaints and Dispositions		
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³
1. Process and Procedure ³	0	Pending ⁴
2. Redress ⁵	0	
3. Operational ⁷	0	
4. Referred to Other Agency	0	
4. Other, Please Explain	0	
Total Number of Complaints this Quarter		0

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁶	Response to Advice ⁸

⁶ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁸ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

DON Component: NAVSUP
 Reporting Quarters: FY2013 1st QTR (Oct. - Dec.)

References: Public Law 110-53, Sec. 803 and OMB Circular A-130, Appendix I

REPORTS ARE DUE TO DNS-36 BY COB JAN 8TH!

OMB Control Number Requirement			Comments
List SORNs Requiring an OMB Control Number	Select Type	Date Paperwork was submitted to OMB	
<SORN ID Number>	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		
	<Select One>		

Total Number with **Current** OMB Control Number 0
 Total Number with **Expired** OMB Control Number 0
 Total Number **Without** OMB Control Number 0

From: (b) (6) [CIV NAVSUP](#)
To: [DONFOIA-PA](#)
Subject: RE: Privacy Quarterly Report
Date: Tuesday, October 07, 2014 12:50:25

(b) (6),

I am still waiting on responses from the field activities, and I need the front office to approve the report, before I submit it.

Please can I have an extension to 14 October, I will try to have it to you beforehand.

Thank you

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, October 06, 2014 7:51 AM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; (b) (6) navy mil; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) navy mil; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) CIV NAVAUDSVC; (b) (6) CIV NAVSUP; Holder, Stacey D CIV NAVFAC HQ, FM; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG US Navy Band, Staff; (b) (6) CIV NCIS, 00L; (b) (6) M LT NCIS, Code 00L; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; (b) (6) LCDR PERS-46, PERS-466; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) CIV OCHR, 08; (b) (6) LCDR OPNAV, N097; (b) (6) ; (b) (6) navy mil; (b) (6) CTR ONRA, BD04; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) (b) (6) navy.mil; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LCDR; (b) (6) LT NRC HQ, 00J; (b) (6) LT COMUSNAVSO/C4F, JAG; Zeigler, Richard D. Assistant to the General Counsel
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report

All,

Just a friendly reminder that the Privacy fourth quarter report is due this week.

Please provide me your input by COB 8 Oct 14.

If your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Thanks in advance!

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

SORNs Report

Privacy Quarterly Reporting Instructions

Line 1, Column G

Drop down menu – Indicate the agency submitting the report to DPCLCLO.

Line 2, Column G

Drop down menu – Indicate the fiscal year and quarter for which the report is being submitted.

Line 7

All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/needed.

Line 7, Column D

Enter the number of SORNs under the purview of your component that were reviewed this quarter. Enter total reviewed to-date.

Line 7, Column E

If the numbers entered in Column D are below 12.5%, explain why.

Line 8

Any SORN listed as “Pending” NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.

Line 8, Column D

Enter the number of SORNs under the purview of your component that were reviewed for “Pending NARA approved retentions” and the total number of SORNs under the purview of your component.

Line 8, Column E

Enter the number of SORNs that have “Pending” retention.

Line 12 – 19, Column A

Enter the SORN ID number and the full name of the SORN that was reviewed this quarter.

Line 12 – 19, Column B

Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the privacy web site at (http://dpclc defense.gov/privacy/SORNs/component/DOD_Component_Notices.html).

Line 12- 19, Column C

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column D

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column E

Drop down menu – select “Yes” or “No”.

Line 12- 19, Column F

Drop down menu – select “Yes”, “No”, or “N/A”.

Line 12- 19, Column G

Is the system in whole or in part maintained by a contractor.

Drop down menu – select “Yes – Maintained by contractor” or “No – Not maintained by contractor”.

Line 12-19, Column H

If the system is maintained in whole or in part by a contractor, then the FAR privacy clauses must be included in the contract.

Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.

Line 12- 19, Column I

Drop down menu – select “Yes” or “No”.

Line 11, Column J

Drop down menu - select the action that needs to be taken now that the SORN has been reviewed, “Addition”, “Amendment”, “Alteration”, “Deletion”, “No change required”.

Insert rows if you have reviewed more than 8 SORNs this quarter.

NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20

Total number of SORNs reviewed this quarter (will auto populate if no rows were inserted).

803 Report

Line 1, Column G

Drop down menu – Indicate the agency submitting the report to DPCLO.

Line 2, Column G

Drop down menu – Indicate the fiscal year and quarter for which the report is being submitted.

Line 8, Column B

Enter the number of Privacy Act Statements that were reviewed by the Component Privacy Office during this quarter.

Line 9, Column B

DPCLO will compile.

Line 10, Column B

Enter the number of contracts reviewed for the FAR clauses for systems under the purview of you component that are maintained by a contractor. (DPCLO guidance provided at the end of these instructions.)

Line 11

The spreadsheet will automatically provide this total.

Line 17

Drop down menu – select “Yes” or “No”.

Line 18

Drop down menu – select “Yes” or “No”.

Line 21, Column B

If a number is reported, please explain on a separate sheet the following:

Description of complaint,

Findings, and

Responsive action taken

Line 21, Column C

DoD Component reviewed the complaint and a responsive action was taken.

Line 21, Column E

DoD Component is reviewing the complaint to determine the appropriate response.

Lines 22– 26, Column B

Enter the number of complaints received for each Type of Complaint received for this reporting period/quarter.

Lines 22– 26, Column C – E

Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complains within one Type, indicate how many (number) apply in each Disposition.

Line 27

The spreadsheet will automatically provide this total.

Line 38, Column A

Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issues by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Please list the Advice they provided. (Insert more rows if necessary.)

Line 38, Column B

Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Official for Privacy. Examples of response to advice may include : guidance, new procedure, or training. Please list the response to advice that was given. (Insert more rows if necessary.)

FAR Clauses - These clauses must be included in contracts when a system is maintained in whole or part by a contractor

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT NOTIFICATION (APR 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

PRIVACY ACT (APR 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The system of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY12 – JUL 1 TO SEP 30, 2012

Agency's Name: Defense Finance and Accounting Service

X Complaints

Complaint #1 EXAMPLE

Description of Complaint: A staff member working at the Naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at the health record but did not modify the complainant's allergy information.

Disposition: Resolved. The complainant was notified. Privacy breach referred to command for disciplinary action.

Complaint #2

Description of Complaint:

Findings:

Disposition:

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DoD Component:	Department of the Navy
Reporting Quarters:	FY2014 3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DPCLO BY THE 15TH OF THE MONTH FOLLOWING THE END OF QUARTER!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date 18/164	10.975% , several SORNs were reviewed in the last two quarters.
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number 18/164	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
*SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Approved Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract (Sec M Review)	OMB Control Number Requirement Met	Action Required from Review
N04066-1 Bad Checks and Indebtedness Lists	71 FR 55445, 9/22/2006	No	No	No	N/A	No - Not maintained by contractor	N/A	No	Deletion
N05801-1 JAGMIS (Military Justice Records)	65 FR 6184, 2/8/2000	No	No	No	N/A	Yes - Maintained by contractor	Yes	Yes	Alteration
N05802-1 Fiduciary Affairs Records	58 FR 10772, 2/22/1993	No	No	No	N/A	No - Not maintained by contractor	N/A	No	Deletion
N05819-4 Complaints of Wrong Under Article 138/Article 1150	64 FR 24619, 5/7/1999	Yes	Yes	No	Yes	No - Not maintained by contractor	N/A	No	Alteration
N05830-1 JAG Manual Investigative Records	64 FR 24619, 5/7/1999	No	No	No	N/A	Yes - Maintained by contractor	Yes	Yes	Alteration
N05890-1 Claims Information System	64 FR 24619, 5/7/1999	No	No	No	Yes	No - Not maintained by contractor	N/A	Yes	Alteration
N06150-5 Millennium Cohort Study	68 FR 35657, 6/16/2003	Yes	Yes	No	N/A	Yes - Maintained by contractor	Yes	Yes	Alteration
NM01500-2 Department of the Navy (DON) Education and Training Records	75 FR 71083, 11/22/2010	No	No	No	N/A	Yes - Maintained by contractor	Yes	No	Alteration
NM05724-1 Fleet Hometown News System (FHNS) Records	77 FR 27745, 5/11/2012	No	Yes	No	N/A	No - Not maintained by contractor	N/A	No	Alteration
NM07010-1 DON Non-appropriated Fund Standard Payroll System (NAF)	79 FR 34305, 6/14/2014	Yes	Yes	Yes	N/A	Yes - Maintained by contractor	Yes	Yes	Alteration
NM11101-1 Family and Unaccompanied Housing Program (eMH)	73 FR 17334, 4/1/2008	No	Yes	No	N/A	No - Not maintained by contractor	N/A	No	Alteration
Fleet Ride/Career Waypoints	Proposed	Yes	Yes	Yes	N/A	Yes - Maintained by contractor	Yes	No	Addition
Fleet Family Support Management Information System	Proposed	Yes	Yes	Yes	Yes	No - Not maintained by contractor	N/A	No	Addition
Navy Recruiting System (NRS)	Proposed	Yes	Yes	Yes	N/A	No - Not maintained by contractor	N/A	No	Addition
CACPAY	Proposed	Yes	Yes	Yes	N/A	Yes - Maintained by contractor	Yes	Yes	Addition
N05891-1 Litigation Case Files	64 FR 24619, 5/7/1999	Yes	Yes	Yes	N/A	No - Not maintained by contractor	N/A	Yes	Alteration
N05520-4 NCIS Investigative File System	74 FR 52468, 10/13/2009	Yes	Yes	Yes	Yes	Yes - Maintained by contractor	Contract being amended	Yes	Addition
N05520-5 NCIS/DONCAF	68 FR 24974, 5/9/2003	Yes	Yes	Yes	Yes	Yes - Maintained by contractor	Contract being amended	Yes	No changes required
Total Number of SORNs Reviewed this Quarter:	18	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

*DO NOT REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION.

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DoD Component:	Department of the Navy	
Reporting Quarters:	FY2014	3rd QTR (Apr. - Jun.)

REPORTS ARE DUE TO DPCLO BY THE 15TH OF THE MONTH FOLLOWING THE END OF QUARTER!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	840
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	18

Total Number of Reviews 858

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix 1.² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions			
Type/Nature of Complaint ³	Number of Complaints	Responsive Action Taken ⁴	Pending ⁵
1. Process and Procedure ⁶	1	1	
2. Redress ⁷	0		
3. Operational ⁸	0		
4. Referred to Other Agency	0		
5. Other, Please Explain	0		
Total Number of Complaints this Quarter	1		

³ A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) procedure (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).⁴ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.⁵ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.⁶ Process and procedural issues: consent, collection, disclosure, and notice.⁷ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.⁸ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁹	Response to Advice ¹⁰

⁹ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.¹⁰ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

DD-DA&M(Q)1379

From: (b) (6) [LT NCIS, Code 00L](#)
To: [DONFOIA-PA](#)
Subject: privacy quarterly report
Date: Thursday, October 09, 2014 8:23:31

Negative response from NCIS.

(b) (6) CTR OPNAV, DNS-36

From: Seith, Kimberly A CIV NETC, Legal
Sent: Thursday, October 17, 2013 10:38
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report- Overdue!
Signed By: (b) (6) navy.mil

Negative report for Naval Education and Training Command and subordinate commands.

Thanks
Kim

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Thursday, October 17, 2013 9:36 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) EMCS MOTOR POOL, N0044; (b) (6) LN1
FLT CYBERCOM/C10F, N00; (b) (6) CIV FLDSUPPACT, FSA-01A; (b) (6) ; Holder, Stacey D CIV NAVFAC HQ,
FM; (b) (6) ; Gibbons, Patrick J CDR JAGC, USN; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV OCHR, 08;
(b) (6) CIV NCIS, 00L; (b) (6) CIV NAVAUDSVC; Clemons, Karen R CIV DON/AA; (b) (6) CIV
NAVINSGEN, N00K1; (b) (6) CIV ONR, BD04C; (b) (6) LCDR, N097 DEA; (b) (6) CDR
SECNAV, PA Office
Subject: Privacy Quarterly Report- Overdue!

All,

DNS-36 has not received your command's 4th Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the government shutdown made it difficult to get this completed and submitted to us. We also understand that some of you are returning back to work today. Therefore if you're unable to complete the report please email us a negative response. We can report your findings for this quarter on the next quarters report.

Please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: (b) (6) [LT NRC HQ, 00J](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Friday, April 11, 2014 16:00:05

(b) (6),

I checked with LT (b) (6) and everything is negative, except I need to follow up with our N6 on Monday morning about a section of the report. Thanks for the help.

V/r
LT (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Friday, April 11, 2014 8:14 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) HMC COMPACFLT, N01H; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Alvers, Linda J CIV USFF, N01P; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LCDR; (b) (6) navy mil; (b) (6) CIV OCHR, 08; (b) (6) (b) (6) navy mil; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV NCIS, 11C; (b) (6) CIV NCIS, 00L; Clemons, Karen R CIV DON/AA; (b) (6) navy mil; (b) (6) (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) CIV OGC, DGC; (b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 2nd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue.

Please provide DNS-36 with your report by COB today April 11, 2014 so that DNS-36 can meet DoD's deadline by COB Monday.

Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email, however, I will be out of pocket for most of the day and will try to respond to all calls or emails when I can.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

Manley, Crystal D CTR OPNAV, DNS-36

From: Richard Thompson <(b) (6) navy.mil>
Sent: Thursday, April 11, 2013 8:25
To: DONFOIA-PA
Subject: Re: Privacy Quarterly Report-Overdue!
Importance: High

Negative report.

Richard L. Thompson
Director, Public Affairs
Naval Research Laboratory
4555 Overlook Avenue, SW
Washington, DC 20375
(O): 202-767-1936

Twitter: <http://twitter.com/USNRL>
Facebook: <http://facebook.com/USNRL>

On Apr 10, 2013, at 9:51 AM, "DONFOIA-PA" <donfoia-pa@navy.mil> wrote:

All,

DNS-36 has not received your command's 2nd Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report via Tasker and/or email, which is now overdue. Please provide DNS-36 with your report ASAP so that DNS-36 can meet DoD's deadline. If your response input is negative, please respond to this email accordingly.

Should you need any assistance, please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

<20130401_FY13 Q2 Privacy Complaints_Draft.doc><PA QTR Reporting Instructions 3-18-13.docx><Copy of 803 Quarterly DON Template FINAL.xlsx>

From: [Richard Thompson](#)
To: [DONFOIA-PA](#)
Subject: Re: Privacy Quarterly Report
Date: Wednesday, December 12, 2012 10:07:28

The Naval Research Laboratory submits a negative report.

Richard L. Thompson
Director, Public Affairs
Naval Research Laboratory
4555 Overlook Avenue, SW
Washington, DC 20375
(O): (b) (6)
Twitter: <http://twitter.com/USNRL>
Facebook: <http://facebook.com/USNRL>

On Dec 11, 2012, at 3:08 PM, DONFOIA-PA <donfoia-pa@navy.mil> wrote:

All,

We have received the new templates for the 1st Quarter FY13 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO). The templates will be sent out via Taskers. In order to avoid any delays in getting the forms, we are sending an advance copy by email. In addition, instructions for filling out the forms have been included for your assistance.

Please obtain and consolidate the input from your lower echelon commands and submit a consolidated report for your command to DONFOIA-PA@NAVY.MIL and then chop in the Tasker system to indicate completion by COB January 8, 2013 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

For your convenience the quarterly reporting package can now be downloaded from our DON intranet site as well. Contact (b) (6) or (b) (6) for registration information at the service center line 202-685-0412 or email your request to DONFOIA-PA@NAVY.MIL.

The Privacy Team, (b) (6) ((b) (6)) and (b) (6) ((b) (6)) can be contacted directly or through the service center line at 202-685-0412. If you have any questions or need assistant please feel free to call.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Policy
DNS-36
Service center 202 685-0412
Direct line (b) (6)

<PA QTR Reporting Instructions 12-11-12.docx><Copy of 803_Quarterly_DON
Template_FINAL_20121205.xlsx><FY13 Q1 Privacy Complaints.doc>

From: (b) (6)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Tuesday, October 14, 2014 11:57:50
Attachments: [Oct_14_803QuarterlyPrivacyTemplate.xlsx](#)

Attached is the Naval Research Laboratory's response to the FY13 Quarterly Privacy Report.

For any questions, please email or contact me at the contact information provided below.

Thank you,

(b) (6)

(b) (6)
Human Resources Office
Employee Relations, Code 1850
Naval Research Laboratory
(b) (6) voice
(202) 404-7227 fax

For Official Use Only -- Privacy Sensitive
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

-----Original Message-----

From: (b) (6) [CTR OPNAV, DNS-36](#)
[mailto:\(b\) \(6\)@navy.mil](#)
Sent: Thursday, October 09, 2014 9:14 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) HMC COMPACFLT, N01H;
Erdmann, Eric ; Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) CIV
SEA 00A, Dep Director, Command Admin Svcs; (b) (6) ; (b) (6)
CIV NAVSUP; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LCDR;
(b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 8; Seith, Kimberly A CIV
NETC, Legal; (b) (6) ; (b) (6) navy.mil; (b) (6) CIV
OJAG, CODE 13; (b) (6) M LT NCIS, Code 00L; (b) (6) ; (b) (6) ;
(b) (6) CDR SECNAV, PA Office; Zeigler, Richard D. Assistant to
the General Counsel; (b) (6) OGC, DGC; (b) (6) CDR
CNOMA, NAFW; (b) (6) CIV OCHR, 01N
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3;
Dolan, Ginger CIV NAVSEA, SEA 00A
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. DNS-36 needs your report so we can meet DONCIO's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) [YN2 NAVWARCOL](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: Re: Privacy Quarterly Report- Overdue!
Date: Thursday, October 09, 2014 11:15:07
Attachments: [DPLCO Quarterly Report \(Jul-Sep14\).xlsx](#)

Apologies.

I submitted the incorrect report in error.

We have nothing to report.

Any breaches we may have had was already submitted to the appropriate channels.

V/R

YN2

On Thu, Oct 9, 2014 at 10:56 AM, (b) (6) CTR OPNAV, DNS-36 <(b) (6) navy mil
<[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)> > wrote:

Dear YN2 (b) (6)

On NWC report there is one complaint listed but no Complaint Summary sheet was attached. Was the incident consider a complaint or a breach?

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6) <tel:(b) (6)>

F: (202) 685-6577 <tel:%28202%29%20685-6577>

-----Original Message-----

From: (b) (6) YN2 NAVWARCOL [[mailto:\(b\) \(6\) usnwc.edu](mailto:(b) (6) usnwc.edu) <[mailto:\(b\) \(6\) usnwc.edu](mailto:(b) (6) usnwc.edu)>]

Sent: Thursday, October 09, 2014 10:32 AM

To: (b) (6) CTR OPNAV, DNS-36

Cc: (b) (6); (b) (6)

Subject: Privacy Quarterly Report- Overdue!

Good Morning,

Attached is the 4th quarter Report for the Naval War College.

V/R

YN2

On Thu, Oct 9, 2014 at 10:20 AM, (b) (6) NAVWARCOL <(b) (6) usnwc.edu
<[mailto:\(b\) \(6\) usnwc.edu](mailto:(b) (6) usnwc.edu)> > wrote:

(b) (6)

LCDR, JAGC, USN

Staff Judge Advocate

Naval War College

(b) (6) <tel (b) (6) >

This e-mail is For Official Use Only, is confidential, intended only for the named recipient(s) above and may contain information that is privileged, attorney work product, privacy sensitive or that is otherwise exempt from disclosure under applicable law. Any misuse or unauthorized disclosure of privacy sensitive information may result in civil and criminal penalties. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete this e-mail message from your computer. Thank you.

----- Forwarded message -----

From: (b) (6) CTR OPNAV, DNS-36 <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >
Date: Thu, Oct 9, 2014 at 9:13 AM
Subject: Privacy Quarterly Report- Overdue!
To: (b) (6) CIV CNIC HQ, N00" <(b) (6) navy.mil <mailto:(b) (6) navy.mil>
>, (b) (6) HMC COMPACFLT, N01H" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, "Erdmann, Eric" <(b) (6) socom.mil
<mailto:(b) (6) socom.mil> >, "Holder, Stacey D CIV NAVFAC HQ, FM"
(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) CIV SEA 00A, Dep Director,
Command Admin Svcs" <(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) "
<(b) (6) usnwc.edu <mailto:(b) (6) usnwc.edu> >, (b) (6) CIV NAVSUP"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, "Gibbons, Patrick J CDR JAGC, USN"
<(b) (6) navy.mil <(b) (6) navy.mil> >, (b) (6) LCDR"
<(b) (6) navy.mil <(b) (6) navy.mil> >, (b) (6) CIV OCHR, 08"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) CIV OCHR, 8" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, "Seith, Kimberly A CIV NETC, Legal" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, (b) (6) (b) (6) navy.mil <(b) (6) navy.mil>
)" (b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) CIV OJAG, CODE 13"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) LT NCIS, Code 00L"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) navy.mil
<mailto:(b) (6) navy.mil> > <(b) (6) navy.mil <mailto:(b) (6) navy.mil> >,
(b) (6) navy.mil <mailto:(b) (6) navy.mil> > <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, (b) (6) CDR SECNAV, PA Office"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, "Zeigler, Richard D. Assistant to the General
Counsel" <(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) OGC, DGC"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) CDR CNOMA, NAFW"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, (b) (6) CIV OCHR, 01N"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >
Cc: "Patterson, Robin L CIV OPNAV, DNS-36" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, (b) (6) CIV OPNAV, DNS-3" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, "Dolan, Ginger CIV NAVSEA, SEA 00A" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >

All,

DNS-36 has not received your command's 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. DNS-36 needs your report so we can meet DONCIO's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6) <tel:(b) (6)> <tel:(b) (6)>
F: (202) 685-6577 <tel:%28202%29%20685-6577> <tel:%28202%29%20685-6577>

--

Very Respectfully,
YN2 (b) (6)
SAPR VA
Military Personnel C-116
Naval War College
686 Cushing RD
Newport, RI 02841
(b) (6) <tel:(b) (6)>

"FOR OFFICIAL USE ONLY, PRIVACY ACT PROTECTED. This electronic transmission may contain confidential information intended only for the person(s) named above. It may be protected from disclosure by applicable law, including the Privacy Act, attorney-client privilege or work product doctrine. Any use, distribution, copying or disclosure by another person is strictly prohibited. If you receive this transmission in error, please notify the sender at the telephone number or e-mail address above. PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES."

--

Very Respectfully,
YN2 (b) (6)
SAPR VA
Military Personnel C-116
Naval War College
686 Cushing RD
Newport, RI 02841
(b) (6)

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From: (b) (6) YN2 NAVWARCOL
To: Manley, Crystal D CTR OPNAV, DNS-36
Cc: (b) (6) ; (b) (6)
Subject: Privacy Quarterly Report- Overdue!
Date: Thursday, October 09, 2014 10:34:50
Attachments: DPLCO Quarterly Report (Jul-Sep14).xlsx

Good Morning,
Attached is the 4th quarter Report for the Naval War College.
V/R
YN2

On Thu, Oct 9, 2014 at 10:20 AM, (b) (6) LCDR NAVWARCOL <(b) (6) usnwc.edu>
<[mailto:\(b\) \(6\) usnwc.edu](mailto:(b) (6) usnwc.edu)> wrote:

(b) (6)
LCDR, JAGC, USN
Staff Judge Advocate
Naval War College
(b) (6) <tel:(b) (6)>

This e-mail is For Official Use Only, is confidential, intended only for the named recipient(s) above and may contain information that is privileged, attorney work product, privacy sensitive or that is otherwise exempt from disclosure under applicable law. Any misuse or unauthorized disclosure of privacy sensitive information may result in civil and criminal penalties. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender and delete this e-mail message from your computer. Thank you.

----- Forwarded message -----

From: (b) (6) CTR OPNAV, DNS-36 <(b) (6) navy mil>
<[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>
Date: Thu, Oct 9, 2014 at 9:13 AM
Subject: Privacy Quarterly Report- Overdue!
To: (b) (6) CIV CNIC HQ, N00" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy.mil](mailto:(b) (6) navy.mil)>, (b) (6) HMC COMPACFLT, N01H" (b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, "Erdmann, Eric" <(b) (6) ocom mil <[mailto:\(b\) \(6\) ocom mil](mailto:(b) (6) ocom mil)>, "Holder, Stacey D CIV NAVFAC HQ, FM" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) CIV SEA 00A, Dep Director, Command Admin Svcs" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) " <(b) (6) usnwc.edu <[mailto:\(b\) \(6\) usnwc.edu](mailto:(b) (6) usnwc.edu)>, (b) (6) CIV NAVSUP" <(b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, "Gibbons, Patrick J CDR JAGC, USN" <(b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) LCDR" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) CIV OCHR, 08" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6), Gary CIV OCHR, 8" <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, "Seith, Kimberly A CIV NETC, Legal" <(b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) (b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>)" <(b) (6) navy.mil <(b) (6) navy mil>, (b) (6) CIV OJAG, CODE 13" <(b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) LT NCIS, Code 00L" <(b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)> " <(b) (6) navy.mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)>, (b) (6) navy mil <[mailto:\(b\) \(6\) navy mil](mailto:(b) (6) navy mil)> " (b) (6) navy.mil

<mailto:(b) (6) navy.mil> >, "(b) (6) CDR SECNAV, PA Office"
(b) (6) navy mil <mailto:(b) (6) navy.mil> >, "Zeigler, Richard D. Assistant to the General
Counsel" <(b) (6) navy mil <mailto:(b) (6) navy.mil> >, "(b) (6) OGC, DGC"
<(b) (6) navy mil <mailto:(b) (6) navy.mil> >, "(b) (6) CDR CNOMA, NAFW"
<(b) (6) navy.mil <mailto:(b) (6) navy.mil> >, "(b) (6) CIV OCHR, 01N"
<(b) (6) navy mil <mailto:(b) (6) navy.mil> >
Cc: "Patterson, Robin L CIV OPNAV, DNS-36" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >, "(b) (6) CIV OPNAV, DNS-3" <(b) (6) navy mil
<mailto:(b) (6) navy.mil> >, "Dolan, Ginger CIV NAVSEA, SEA 00A" <(b) (6) navy.mil
<mailto:(b) (6) navy.mil> >

All,

DNS-36 has not received your command's 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. DNS-36 needs your report so we can meet DONCIO's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6) <tel:(b) (6)>

F: (202) 685-6577 <tel:%28202%29%20685-6577>

--

Very Respectfully,

YN2 (b) (6)

SAPR VA

Military Personnel C-116

Naval War College

686 Cushing RD

Newport, RI 02841

(b) (6)

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From: (b) (6) CIV OCHR, 08
To: DONFOIA-PA
Subject: RE: Privacy Quarterly Report 1st FY 14
Date: Tuesday, January 14, 2014 10:54:57

(b) (6),

OCHR has nothing to report for this quarter.

(b) (6)

(b) (6)
Administrative Officer
Office of Civilian Human Resources
614 Sicard Street, Ste 100, Bldg 201
Washington Navy Yard, DC 20374
PH: (b) (6) (DSN 325)
FAX: 202-685-6617

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Monday, January 06, 2014 14:30
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6) navy mil; (b) (6), (b) (6) HMC COMPACFLT, N01H; (b) (6) (b) (6) navy mil; (b) (6) navy mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; (b) (6) CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) nexweb.org; (b) (6) nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) LCDR NPC; (b) (6) nps.edu; (b) (6) navy mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6); (b) (6) CIV OCHR, 08; (b) (6) CIV SPAWARSYSCEN-PACIFIC, 35200; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) navy mil; (b) (6) CIV ONR, BD04C; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6); (b) (6) LT NRC, OOJ; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC; (b) (6) CTR OGC, DGC; (b) (6) CIV RLISO, HAWAII
Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NCIS, 00L; (b) (6) CIV PACOM/J021; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; (b) (6) CIV HQMC, HQMC ARSF; (b) (6) CDR SECNAV, PA Office; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report 1st FY 14

All,

We have received the new templates for the 1st Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter with the exception that DPCLO "DO NOT WANT YOU TO REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION". Instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB January 13, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summery form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistant please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

From: [Zeigler, Richard D. Assistant to the General Counsel](#)
To: (b) (6) [OGC, DGC](#)
Cc: (b) (6) [CIV DGC, WASH NAVY YARD](#); (b) (6) [CIV OGC, DGC](#); (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:37:03

(b) (6):

As far as I can tell, all she will have to do is plug in the right numbers into the report. I suspect that you have had no privacy complaints, but if you have, those incidents likely would have been investigated under DON CIO and DNS-36 guidance and would be included in the report.

V/R, RDZ

-----Original Message-----

From: (b) (6) OGC, DGC
Sent: Wednesday, July 09, 2014 7:32 AM
To: Zeigler, Richard D. Assistant to the General Counsel
Cc: (b) (6) CIV DGC, WASH NAVY YARD; (b) (6) CIV OGC, DGC; (b) (6) CTR OPNAV, DNS-36
Subject: FW: Privacy Quarterly Report- Overdue!
Importance: High

Rich, can you look at this and see if you guys can work with (b) (6) to answer it? I am in all day class through Friday. I suspect we are negative.

V/R, (b) (6)

(b) (6) GS15
Director of IT Operations
(Command IAM & FAM Legal, Lead)
Office of the General Counsel
Department of the Navy
Washington Navy Yard DC
(b) (6)
(b) (6) navy.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, July 09, 2014 7:16 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) LNI FLTCYBERCOM/C10F, N00; (b) (6) CIV FLDSUPPACT, FSA-01A; Erdmann, Eric ; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; (b) (6) ; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; (b) (6) LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA; (b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3

Subject: Privacy Quarterly Report- Overdue!

Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) OGC, DGC
To: Zeigler, Richard D. Assistant to the General Counsel
Cc: (b) (6) CIV DGC, WASH NAVY YARD; (b) (6) CIV OGC, DGC; (b) (6) CTR OPNAV, DNS-36
Subject: FW: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:32:15
Attachments: [DON PRIVACY 803 Reporting Template 6-17-14.xlsx](#)
[FY14_Q3_Privacy_Complaints_Example.doc](#)
[PA QTR Reporting Instructions 6-17-14.docx](#)
Importance: High

Rich, can you look at this and see if you guys can work with Crystal to answer it? I am in all day class through Friday. I suspect we are negative.

V/r, (b) (6)

(b) (6) GS15
Director of IT Operations
(Command IAM & FAM Legal, Lead)
Office of the General Counsel
Department of the Navy
Washington Navy Yard DC
(b) (6)
(b) (6) navy.mil

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, July 09, 2014 7:16 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6) LNI FLTCYBERCOM/C10F, N00; (b) (6) CIV FLDSUPPACT, FSA-01A; Erdmann, Eric ; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; (b) (6) ; (b) (6) (b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; (b) (6) LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA; (b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: [Zeigler, Richard D. Assistant to the General Counsel](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: (b) (6) [CIV DGC, WASH NAVY YARD](#); (b) (6) [CIV DON, CIO](#); [Zeigler, Richard D. Assistant to the General Counsel](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Tuesday, October 14, 2014 13:24:31

(b) (6):

That in no way surprises me. (b) (6) is a computer expert and, I believe, has always been listed because he would be the one to deal with breaches of privacy and would also be the one who would be asked to post any SORNs. However, he does not handle Privacy Act issues generally. Of course, neither do I, and neither does (b) (6). (b) (6) and I have primary responsibility for handling FOIA and PA appeals for the GC (who is, along with the JAG, the DON's FOIA and PA appellate authority). I muddle around in Privacy Act occasionally, but, frankly, I defer on all privacy and Privacy Act issues to (b) (6) at DON CIO. He is an OGC attorney, but his "client" is DON CIO. That said, because DON CIO is the DON's Senior Privacy Official, (b) (6) tends to have to review all things privacy and Privacy Act for him (and for Steve Muck, who appears to have responsibility within DON CIO for Privacy and FOIA).

I have copied (b) (6) here, but my guess is that his perspective is not OGC's, but DON CIO's. If you need a representation from OGC that our report is negative, I am willing to make that representation. We have had no SORNs, no Privacy Complaints, and no agency-wide privacy issues within the OGC Front and Central Offices.

Keep in mind that some 750 OGC attorneys are dispersed around the world and throughout many DON activities, and attorneys in all of those activities may well be engaged in any given year on SORNs, Privacy Complaints, and privacy issues. We do not know about those in this office.

V/R, RDZ

-----Original Message-----

From: (b) (6) [CTR OPNAV, DNS-36](#)
Sent: Tuesday, October 14, 2014 11:48 AM
To: [Zeigler, Richard D. Assistant to the General Counsel](#)
Cc: (b) (6) [CIV DGC, WASH NAVY YARD](#)
Subject: RE: Privacy Quarterly Report- Overdue!

Dear (b) (6)

Neither of you were on my original distribution list, you were added because (b) (6) said that you were the Privacy Act (PA) POC and would be the person to answer all things Privacy related as he only handled the IT systems. Who is the Privacy Act Coordinator for OGC?

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

-----Original Message-----

From: [Zeigler, Richard D. Assistant to the General Counsel](#)

Sent: Tuesday, October 14, 2014 10:41 AM

To: (b) (6) CTR OPNAV, DNS-36

Cc: (b) (6) CIV DGC, WASH NAVY YARD; Zeigler, Richard D. Assistant to the General Counsel

Subject: RE: Privacy Quarterly Report- Overdue!

(b) (6)

I don't believe that either (b) (6) or I should be on your list in this case. We are not responsible for anything that would normally be reported in this particular report. Thanks.

V/R, RDZ

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36

Sent: Thursday, October 09, 2014 9:14 AM

To: (b) (6) CIV CNIC HQ, N00; (b) (6) M HMC COMPACFLT, N01H; Erdmann, Eric ; Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) CIV SEA 00A, Dep Director, Command Admin Svcs;

(b) (6); (b) (6) CIV NAVSUP; Gibbons, Patrick J CDR JAGC, USN; (b) (6) LCDR;

(b) (6) CIV OCHR, 08; (b) (6) CIV OCHR, 8; Seith, Kimberly A CIV NETC, Legal; (b) (6)

(b) (6) navy.mil; (b) (6) CIV OJAG, CODE 13; (b) (6) M LT NCIS, Code 00L;

(b) (6) navy mil; (b) (6) navy mil; (b) (6) CDR SECNAV, PA Office; Zeigler,

Richard D. Assistant to the General Counsel; (b) (6) OGC, DGC; (b) (6) CNOMA,

NAFW; (b) (6) CIV OCHR, 01N

Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3; Dolan, Ginger CIV NAVSEA, SEA 00A

Subject: Privacy Quarterly Report- Overdue!

Importance: High

All,

DNS-36 has not received your command's 4th Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. DNS-36 needs your report so we can meet DONCIO's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: (b) (6) [CIV OJAG, CODE 13](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:20:33

(b) (6)

I meant to do this yesterday afternoon, got distracted, and completely forgot.

My apologies. Will be in ASAP.

v/r

(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Wednesday, July 09, 2014 7:16 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6) navy.mil; (b) (6) HMC
COMPACFLT, N01H; (b) (6) LNI FLTCYBERCOM/C10F, N00; (b) (6) CIV
FLDSUPPACT, FSA-01A; Erdmann, Eric ; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head;
Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P; Crowther, Norma CIV;
(b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV NAVSUP; (b) (6) ; (b) (6)
(b) (6) navy.mil; (b) (6) navy.mil; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV
CNRFC, N00J; (b) (6) LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV
NETC, Legal; (b) (6) CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA;
(b) (6) navy mil; (b) (6) LCDR, N097 DEA; (b) (6) CDR SECNAV, PA Office;
(b) (6) CDR CNOMA, NAFW; (b) (6) LT NRC HQ, 00J; (b) (6) OGC, DGC;
(b) (6) CIV OGC, DGC
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6)
To: [DONFOIA-PA](#)
Subject: RE: Privacy Quarterly Report 1st FY 14
Date: Monday, January 13, 2014 11:40:52
Attachments: [1st qtr.xlsx](#)

(b) (6)

Attached is ONI's qtr report. Per our phoncon this morning ONI has a "NONE" on everything.

v/r
(b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:\(b\) \(6\)@navy.mil](#) On Behalf Of DONFOIA-PA
Sent: Monday, January 06, 2014 2:30 PM
To: Clemons, Karen R CIV DON/AA; Garcia, Della ; Alvers, Linda J CIV USFF, N01P; (b) (6) CIV CNIC HQ, N00; (b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; (b) (6) LCDR CNRFC, N64; Erdmann, Eric ; Gibbons, Patrick J CDR JAGC, USN; (b) (6)@navy.mil; (b) (6) HMC COMPACFLT, N01H; (b) (6)@navy.mil; (b) (6)@navy.mil; (b) (6) CDR COMUSNAVSO/C4F, SJA; (b) (6) LTCOMUSNAVSO/C4F, LEGAL; (b) (6) N CIV FLDSUPPACT, FSA-01A; Evans, Mary E. CIV NAVAIR 711000A; (b) (6) CIV NAVAUDSVC; Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 09P; Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6)@nexweb.org; (b) (6)@nexweb.org; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head; (b) (6) CIV NCIS, 11C; Seith, Kimberly A CIV NETC, Legal; (b) (6) LT NHHHC, OPS; (b) (6) CIV NAVINSGEN, N00K1; (b) (6) CIV OJAG, CODE 13; German, David Paul CIV; (b) (6) LCDR NPC; (b) (6)@nps.edu; (b) (6)@nrl.navy.mil; Jones, Nancy B CIV NAVSAFECEN, 055R; (b) (6) ; (b) (6) CIV OCHR, 08; (b) (6) CIV SPAWARSYSCEN-PACIFIC, 35200; (b) (6) LCDR, N097 DEA; (b) (6) (b) (6) CIV ONR, BD04C; Claussen, Roger R CIV CORB, CORB; Gordon, June Lani L CIV SPAWAR, 35000; (b) (6) LN1 FLTCYBERCOM/C10F, N00; (b) (6) ; (b) (6) (b) (6) LT NRC, OOF; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC; (b) (6) CTR OGC, DGC; (b) (6) CIV RLSC, HAWAII Cc: (b) (6) CIV NAVSEA, SEA 09P; (b) (6) CIV SEA 09P; (b) (6) CIV NCIS, 00L; (b) (6) CIV PACOM/J021; (b) (6) CIV ONR, 41; (b) (6) CAPT Office of Naval Research; (b) (6) (b) (6) CIV HQMC, HQMC ARSF; (b) (6) CDR SECNAV, PA Office; Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36
Subject: Privacy Quarterly Report 1st FY 14

All,

We have received the new templates for the 1st Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report (see attached) from the Defense Privacy and Civil Liberties Office (DPCLO).

The templates have not changes since the last quarter with the exception

that DPCLO "DO NOT WANT YOU TO REPORT A SORN REVIEW MORE THAN ONCE PER THE TWO YEAR REVIEW CYCLE UNLESS IT IS A BRAND NEW AMENDMENT/ALTERATION/DELETION". Instructions have been provided for filling out the forms.

In addition, DPCLO has requested a complaint Summary be provided for previously reported complaints that had a pending status reported but have since been resolved. To avoid double counting the complaints, these complaints should not be included (again) in the numbers of complaints reported on the quarterly report template. Instead, the information regarding the resolution of the complaint should be reported in a summary sheet that indicates which quarter the complaint was originally reported, a brief summary of the complaint, and what the resolution was.

Please obtain and consolidate the input from your lower echelon commands, submit a consolidated report for your command to the DONFOIA-PA@NAVY.MIL email box, by COB January 13, 2014 so that we can compile the DON consolidated response and meet the DPCLO deadline. Include your command name at the top of the forms and on all correspondence.

Please provide the following:

1. The completed consolidated Section 803 Quarterly Report templates; and,
2. A complaint summary form for each complaint reported.

Please note that we will not be rolling this out in Taskers, however if you need the information uploaded in Taskers please email the DONFOIA-PA@NAVY.MIL email box.

The Privacy Team, (b) (6), and (b) (6) can be contacted on the service center line at 202-685-0412 or directly. If you have any questions or need assistance please feel free to call the service center line or email the DONFOIA-PA@NAVY.MIL email box.

Your support in this effort is greatly appreciated.

Respectfully,
Robin Patterson
Head, DON PA/FOIA Program Office
DNS-36
Service center 202 685-0412

(b) (6) CTR OPNAV, DNS-36

From: (b) (6) CTR OPNAV, DNS-36
Sent: Friday, April 12, 2013 11:04
To: (b) (6) CTR OPNAV, DNS-36
Subject: FW: Delinquent: Quarterly Report for the Privacy Act
Signed By: (b) (6) navy.mil

YAY, ONE DOWN!!

-----Original Message-----

From: (b) (6) CIV ONR, 01IG
Sent: Friday, April 12, 2013 10:51 AM
To: (b) (6) CTR OPNAV, DNS-36
Cc: (b) (6) CTR ONRA, 04; (b) (6) CTR ONRA 00CC, 00CC
Subject: RE: Delinquent: Quarterly Report for the Privacy Act

(b) (6)

Our Quarterly report has been temporarily lost due to the NMCI migration. However, we had nothing significant to report except for a couple small "good news" items that we will describe in the next Quarterly Report. Thanks, so much, for your patience.

R,

(b) (6)
ONR Privacy Officer

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Friday, April 12, 2013 9:23 AM
To: Holder, Stacey D CIV NAVFAC HQ, FM; (b) (6) navy.mil; Gibbons, Patrick J CDR JAGC, USN; Seith, Kimberly A CIV NETC, Legal; (b) (6) CIV NAVAUDSVC; (b) (6) navy.mil; (b) (6) CIV ONR, 01IG
Cc: (b) (6) CIV OPNAV, DNS-36C; (b) (6) CTR OPNAV, DNS-36; (b) (6) CTR OPNAV, DNS-36G
Subject: Delinquent: Quarterly Report for the Privacy Act

All,

At this time, your Privacy Act Quarterly Report is past due. DNS-36 has closed the Tasker and needs your component to submit their report or an email stating that you have nothing significant to report for the quarter to the donfoia-pa@navy.mil mailbox as soon as possible today. DNS-36 must finish compiling the report by COB today to submit to DPCLO. If you have questions, please feel free to contact our office.

Sincerely,
DONFOIA-PA SUPPORT
Department of Navy
P: (202) 685-0412
F: (202) 685-6580

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	ONR	
Reporting Quarters:	FY2013	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

PRIVACY ACT SYSTEM OF RECORDS NOTICES REVIEW REPORT		
How many SORNs reviewed/updated within the past 2 years mandated by Circular A-130?	Number Reviewed this quarter/Total reviewed to-date	<Explain deviation below 12 5% per quarter>
How many SORNs have been reviewed for "Pending" NARA approved retentions?	Number reviewed/Total Number 0	<All pending are reported quarterly>

SORNs REVIEWED THIS QUARTER									
SORN ID and NAME	Federal Register Page Number & Date	Accurately Describes System of Records	Accurately Describes NARA's Retention & Disposal	Routine Use Disclosures Still Appropriate	Is an Exemptions Still Required	System Maintained by Contractor	FAR Clauses Included in Contract	OMB Control Number Requirement Met	Action Required from Review
None		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>
		<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>	<Select One>

Total Number of SORNs Reviewed this Quarter: 0

References: Public Law 110-53, Sec. 803, Privacy Act, and OMB Circular A-130, Appendix I

DON Component:	ONR	
Reporting Quarters:	FY2013	4th QTR (Jul. - Sep.)

REPORTS ARE DUE TO DNS-36 BY COB OCTOBER 8TH!

Reviews	
Types of Reviews ¹	Number of Reviews
Privacy Act Statements (PAS) ²	0
Computer Matching Agreements (CMAs)	DPCLO will complete this field
Section (m) Contract Review	0
Total Number of Reviews 0	

¹ A review is an activity to ensure compliance with requirements established in controlling authorities such as the Privacy Act of 1974, 5 U.S.C. 552a and OMB Circular A-130, Appendix I.

² Privacy Act Statement reviews cover forms and surveys reviewed by the Component Privacy Office.

Contractor Responsibilities	
Are contractor(s) aware of Privacy Act responsibilities and DoD 5400.11-R?	Yes
Have contractor employees completed DoD Component Privacy Act training?	Yes

Privacy Complaints and Dispositions			
Type/Nature of Complaint ²	Number of Complaints	Responsive Action Taken ³	Pending ⁴
1. Process and Procedure ⁵	0		
2. Redress ⁶	0		
3. Operational ⁷	0		
4. Referred to Other Agency	0		
4. Other, Please Explain	0		
Total Number of Complaints this Quarter		0	

² A complaint is an assertion alleging a violation of privacy and/or civil liberties. Privacy complaints typically allege violations of: (1) process and procedural issues (consent, collection, disclosure, and notice); (2) redress (non-Privacy Act inquiries seeking resolution of difficulties about privacy matters); or (3) operational issues (Privacy Act matters not including requests for access, disclosure, and/or amendment).

³ Responsive action taken means the complaint was reviewed and a responsive action was taken and/or the complaint was resolved.

⁴ Pending means that the complaint is being reviewed to determine the responsive action and/or resolution.

⁵ Process and procedural issues: consent, collection, disclosure, and notice.

⁶ Redress: Non-Privacy Act inquiries seeking resolution of difficulties about privacy matters.

⁷ Operational issues: Privacy Act matters not including requests for access, disclosure, and/or amendment.

Type of Advice Provided and the Response to Advice	
Advice Provided ⁸	Response to Advice ⁹

⁸ Advice provided is the written issuance of policies, procedures, or guidance pertaining to privacy issued by: (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy.

⁹ Response to advice is specific action taken by a DoD Component implementing the advice provided by (1) the Heads of the OSD and DoD Components; or (2) Component Senior Officials for Privacy. Examples of a response to advice may include: guidance, new procedure, or training.

**SECTION 803
QUARTERLY REPORT
DIRECTIONS**

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
Line 7	Column D	Enter the number of SORNs under the purview of your component that were reviewed this quarter and the total number of SORNs under the purview of your component.
Line 7	Column E	If the number of SORNs reviewed, entered in Column D, are below 12.5% of the total number entered, explain why.
Line 8	Column A-C	Any SORN listing a "Pending" NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.
Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
Line 8	Column E	Enter the number of SORNs that disposition is "Pending" retention.
Line 12 – 19	Column A	Enter the SORN ID number and the full name of the SORNs that were reviewed this quarter.
Line 12 – 19	Column B	Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the DPCLO privacy web site (http://dpclo.defense.gov/privacy/SORNs/component/navy/index.html).
Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.
Line 12-19	Column I	Drop down menu - select “Yes” or “No”. If the SORN requires OMB and has an OMB Control Number select “Yes.” If the SORN requires OMB and the OMB requirement has not been met select “No.” If the SORN does not require OMB select “No”, put an asterisk beside the SORN ID, and place a note that states “The SORN listed does not require OMB” below.
Line 12-19	Column J	Drop down menu- select “Amendment”, “Alteration”, “Deletion” or “No changes required.”

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
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803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
Line 9	Column B	DPCLO will compile.

Line 10	Column B	Enter the number of contracts reviewed for the FAR clauses for systems under the purview of your component that are maintained by a contractor. Guidance provided by DPCLO is provided at the end of these instructions.
Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
Line 22-26	Column B	Enter the number of complaints received for each Type of complaint received for the reporting period/quarter.
Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.
Line 27	Column B	The spreadsheet will automatically provide this total.
Line 39-41	Column A	Leave blank unless you received policy procedures guidance from OSD, DoD, DON CIO, DNS-36 this quarter.
Line 39-41	Column B	Leave blank unless you responded to or took action based on that specific guidance.

OMB Approval Tab: No longer need to provide the list of SORNs that require OMB approval. This tab has been deleted.

FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

SECTION 803 QUARTERLY REPORT DIRECTIONS

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
Line 7	Column D	Enter the number of SORNs under the purview of your component that were reviewed this quarter and the total number of SORNs under the purview of your component.
Line 7	Column E	If the number of SORNs reviewed, entered in Column D, are below 12.5% of the total number entered, explain why.
Line 8	Column A-C	Any SORN listing a "Pending" NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.
Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
Line 8	Column E	Enter the number of SORNs that disposition is "Pending" retention.
Line 12 – 19	Column A	Enter the SORN ID number and the full name of the SORNs that were reviewed this quarter.
Line 12 – 19	Column B	Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the DPCLO privacy web site (http://dpclo.defense.gov/privacy/SORNs/component/navy/index.html).
Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.
Line 12-19	Column I	Drop down menu - select “Yes” or “No”. If the SORN requires OMB and has an OMB Control Number select “Yes.” If the SORN requires OMB and the OMB requirement has not been met select “No.” If the SORN does not require OMB select “No”, put an asterisk beside the SORN ID, and place a note that states “The SORN listed does not require OMB” below.
Line 12-19	Column J	Drop down menu- select “Amendment”, “Alteration”, “Deletion” or “No changes required.”

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
---------	----------	--

803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
Line 9	Column B	DPCLO will compile.

Line 10	Column B	Enter the number of contracts reviewed for the FAR clauses for systems under the purview of your component that are maintained by a contractor. Guidance provided by DPCLO is provided at the end of these instructions.
Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
Line 22-26	Column B	Enter the number of complaints received for each Type of complaint received for the reporting period/quarter.
Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.
Line 27	Column B	The spreadsheet will automatically provide this total.
Line 39-41	Column A	Leave blank unless you received policy procedures guidance from OSD, DoD, DON CIO, DNS-36 this quarter.
Line 39-41	Column B	Leave blank unless you responded to or took action based on that specific guidance.

OMB Approval Tab: **No longer need to provide the list of SORNs that require OMB approval. This tab has been deleted.**

FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

**SECTION 803
QUARTERLY REPORT
DIRECTIONS**

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
Line 7	Column D	Enter the number of SORNs under the purview of your component that were reviewed this quarter and the total number of SORNs under the purview of your component.
Line 7	Column E	If the number of SORNs reviewed, entered in Column D, are below 12.5% of the total number entered, explain why.
Line 8	Column A-C	Any SORN listing a "Pending" NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.
Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
Line 8	Column E	Enter the number of SORNs that disposition is "Pending" retention.
Line 12 – 19	Column A	Enter the SORN ID number and the full name of the SORNs that were reviewed this quarter.
Line 12 – 19	Column B	Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the DPCLO privacy web site (http://dpclo.defense.gov/privacy/SORNs/component/navy/index.html).
Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor”, “Yes – Contract being amended”, or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12-19	Column I	Drop down menu- select “Amendment”, “Alteration”, “Deletion” or “No changes required”.

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
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803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
Line 9	Column B	DPCLO will compile.
Line 10	Column B	Enter the number of contracts reviewed for the FAR clauses for systems under the purview of your component that are maintained by a contractor. Guidance provided by DPCLO is provided at the end of these instructions.
Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
Line 22-26	Column B	Enter the number of complaints received for each Type of complaint received for the reporting period/quarter.

Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.
Line 27	Column B	The spreadsheet will automatically provide this total.
Line 38-41	Column A	Not Applicable-leave blank
Line 38-41	Column B	Not Applicable-leave blank

OMB Approval Tab

OMB Control Number Requirement

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column A	List SORNS Requiring an OMB Control Number. Using data that was entered into the SORN Training Report Tab under SORNs reviewed this quarter, list the SORNs that required an OMB Control Number. If none were reported as requiring an OMB Control Number, leave this section blank.
Line 8	Column B	Drop down menu- Select type: “Current”, “Expired”, or “Without”.
Line 8	Column C-D	Enter the date OMB Control Number paperwork was submitted to OMB for approval.
Line 8	Column E-H	Enter comments as needed.
Line 18-20	Column B	The spreadsheet will automatically provide these totals.

FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

**SECTION 803
QUARTERLY REPORT
DIRECTIONS**

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
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Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
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Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.
Line 12-19	Column I	Drop down menu - select “Yes” or “No”. If the SORN requires OMB and has an OMB Control Number select “Yes.” If the SORN requires OMB and the OMB requirement has not been met select “No.” If the SORN does not require OMB select “No”, put an asterisk beside the SORN ID, and place a note that states “The SORN listed does not require OMB” below.
Line 12-19	Column J	Drop down menu- select “Amendment”, “Alteration”, “Deletion” or “No changes required.”

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
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803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
Line 9	Column B	DPCLO will compile.

Line 10	Column B	Enter the number of contracts reviewed for the FAR clauses for systems under the purview of your component that are maintained by a contractor. Guidance provided by DPCLO is provided at the end of these instructions.
Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
Line 22-26	Column B	Enter the number of complaints received for each Type of complaint received for the reporting period/quarter.
Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.
Line 27	Column B	The spreadsheet will automatically provide this total.
Line 39-41	Column A	Leave blank unless you received policy procedures guidance from OSD, DoD, DON CIO, DNS-36 this quarter.
Line 39-41	Column B	Leave blank unless you responded to or took action based on that specific guidance.

OMB Approval Tab: **No longer need to provide the list of SORNs that require OMB approval. This tab has been deleted.**

FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

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(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

SECTION 803 QUARTERLY REPORT DIRECTIONS

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
Line 7	Column D	Enter the number of SORNs under the purview of your component that were reviewed this quarter and the total number of SORNs under the purview of your component.
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Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
Line 8	Column E	Enter the number of SORNs that disposition is "Pending" retention.
Line 12 – 19	Column A	Enter the SORN ID number and the full name of the SORNs that were reviewed this quarter.
Line 12 – 19	Column B	Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the DPCLO privacy web site (http://dpclo.defense.gov/privacy/SORNs/component/navy/index.html).
Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, “Contract being amended”, or “N/A”.
Line 12-19	Column I	Drop down menu - select “Yes” or “No”. If the SORN requires OMB and has an OMB Control Number select “Yes.” If the SORN requires OMB and the OMB requirement has not been met select “No.” If the SORN does not require OMB select “No”, put an asterisk beside the SORN ID, and place a note that states “The SORN listed does not require OMB” below.
Line 12-19	Column J	Drop down menu- select “Amendment”, “Alteration”, “Deletion” or “No changes required.”

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
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803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
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Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
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Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.
Line 27	Column B	The spreadsheet will automatically provide this total.
Line 39-41	Column A	Leave blank unless you received policy procedures guidance from OSD, DoD, DON CIO, DNS-36 this quarter.
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OMB Approval Tab: **No longer need to provide the list of SORNs that require OMB approval. This tab has been deleted.**

FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

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(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

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(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

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(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

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**SECTION 803
QUARTERLY REPORT
DIRECTIONS**

SORNs Report Tab

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(End of clause)

52.224-2 Privacy Act.

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(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

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(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

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(End of clause)

**SECTION 803
QUARTERLY REPORT
DIRECTIONS**

SORNs Report Tab

PA SORN Review Report

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36. If your component is not listed, please enter the correct command name.
Line 7	Column A-C	All SORNs must be reviewed every 2 years to ensure that all the information is still correct and that the SORN is still relevant/ needed. Individual components should only review the SORNs that are under their command's cognizance. The review is still counted even if no changes are needed or made.
Line 7	Column D	Enter the number of SORNs under the purview of your component that were reviewed this quarter and the total number of SORNs under the purview of your component.
Line 7	Column E	If the number of SORNs reviewed, entered in Column D, are below 12.5% of the total number entered, explain why.
Line 8	Column A-C	Any SORN listing a "Pending" NARA retention should be reviewed and checked with the Records Manager to see if the retention has been approved.
Line 8	Column D	Enter the number of SORNs under the purview of your component that were reviewed for "Pending NARA approved retentions" and the total number of SORNs under the purview of your component.
Line 8	Column E	Enter the number of SORNs that disposition is "Pending" retention.
Line 12 – 19	Column A	Enter the SORN ID number and the full name of the SORNs that were reviewed this quarter.
Line 12 – 19	Column B	Enter the Federal Register page number and the date of publication of the SORN. This information is on the published version of the SORN on the System Name line. If you do not have a copy of the published SORN they are posted on the DPCLO privacy web site (http://dpclo.defense.gov/privacy/SORNs/component/navy/index.html).
Line 12- 19	Column C	Drop down menu – select "Yes" or "No".

Line 12- 19	Column D	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column E	Drop down menu – select “Yes” or “No”.
Line 12- 19	Column F	Drop down menu – select “Yes”, “No”, or “N/A”.
Line 12- 19	Column G	Drop down menu – select “Yes – Maintained by contractor”, “Yes – Contract being amended”, or “No – Not contractor maintained”.
Line 12- 19	Column H	Drop down menu – select “Yes”, “No”, or “N/A”.

Insert rows if you have reviewed more than 8 SORNs. NOTE: This will affect the line numbering for the purpose of these instructions.

Line 20	Column B	Add total number of SORNs review this quarter (will auto populate if no rows were inserted).
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803 Report Tab

Reviews

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
Line 8	Column B	Enter the number of Privacy Act Statements under the purview of your component that were reviewed during the reporting period/quarter.
Line 9	Column B	DPCLO will compile.
Line 10	Column B	Enter the number of contracts reviewed for the FAR clauses for systems under the purview of your component that are maintained by a contractor. Guidance provided by DPCLO is provided at the end of these instructions.
Line 11	Column B	The spreadsheet will automatically provide this total.
Line 17	Column D-H	Drop down menu- Select “Yes” or “No”
Line 18	Column D-H	Drop down menu- Select “Yes” or “No”
Line 22-26	Column B	Enter the number of complaints received for each Type of complaint received for the reporting period/quarter.
Line 22-26	Column C-E	Indicate which of the 3 Dispositions applies for each complaint. If there were multiple complaints within one Type indicate how many (number) apply in each Disposition.

Line 27	Column B	The spreadsheet will automatically provide this total.
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Line 38-41	Column A	Not Applicable-leave blank
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Line 38-41	Column B	Not Applicable-leave blank
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OMB Approval Tab

OMB Control Number Requirement

Line 1	Column G	Drop down menu- Indicate the component submitting the report to DNS-36.
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Line 8	Column A	List SORNS Requiring an OMB Control Number. Using data that was entered into the SORN Training Report Tab under SORNs reviewed this quarter, list the SORNs that required an OMB Control Number. If none were reported as requiring an OMB Control Number, leave this section blank.
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Line 8	Column B	Drop down menu- Select type: “Current”, “Expired”, or “Without”.
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Line 8	Column C-D	Enter the date OMB Control Number paperwork was submitted to OMB for approval.
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Line 8	Column E-H	Enter comments as needed.
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Line 18-20	Column B	The spreadsheet will automatically provide these totals.
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FAR Clauses

52.224-1 Privacy Act Notification.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act Notification (Apr 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

(End of clause)

52.224-2 Privacy Act.

As prescribed in 24.104, insert the following clause in solicitations and contracts, when the design, development, or operation of a system of records on individuals is required to accomplish an agency function:

Privacy Act (Apr 1984)

(a) The Contractor agrees to—

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies—

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this paragraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals to accomplish an agency function, the Contractor is considered to be an employee of the agency.

(c)(1) “Operation of a system of records,” as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) “Record,” as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person’s name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) “System of records on individuals,” as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(End of clause)

**SECTION 803 OF 9/11 COMMISSION ACT OF 2007
DETAILS OF PRIVACY COMPLAINTS AND DISPOSITIONS
4TH QTR FY13 – JULY 1, 2013 – SEPTEMBER 30, 2013**

Agency Name: Department of the Navy

X Complaints

Complaint #X **EXAMPLE**

Description of Complaint: A staff member working at the naval hospital filed a complaint alleging her coworker looked at and modified the allergy information in her health record. The coworker is not part of her healthcare team.

Findings: Department of Navy Chief Information Officer (DON CIO) report submitted. It was confirmed that the co-worker did briefly look at but did not modify the complainant's allergy information.

Disposition: Resolved. The complainant was notified. Privacy breach referred to command for disciplinary action.

Complaint #X

Description of Complaint:

Findings:

Disposition:

From: Manley, Crystal D CTR OPNAV, DNS-36
To: (b) (6) [CIV CNIC HQ, N00](#); (b) (6) [navy.mil](#); (b) (6) [HMC COMPACFLT, N01H](#); (b) (6) [LN1 FLTCYBERCOM/CI0F, N00](#); (b) (6) [CIV FLDSPACT, FSA-01A](#); Erdmann, Eric S MR CIV USSOCOM NAVSOC (b) (6) [socom.mil](#); (b) (6) [LTJG U. S. Navy Band, Specialty Groups Dept. Head; Holder, Stacey D CIV NAVFAC HQ, FM](#); Dolan, Ginger CIV NAVSEA, SEA 00P; Crowther, Norma CIV; (b) (6) [CIV NAVSUP HQ, OLC](#); (b) (6) [CIV NAVSUP](#); (b) (6) [\(b\) \(6\)](#); (b) (6) [navy.mil](#); (b) (6) [navy.mil](#); (b) (6) [CIV CNRFC, N00J](#); West, Susan CIV CNRFC, N00J; (b) (6) [LCDR CNRFC, N64](#); (b) (6) [CIV OCHR, 08](#); Seith, Kimberly A CIV NETC, Legal; (b) (6) [CIV OJAG, CODE 13](#); Clemons, Karen R CIV DON/AA; (b) (6) [navy.mil](#); (b) (6) [LCDR, N097 DEA](#); (b) (6) [CDR SECNAV, PA Office](#); (b) (6) [CDR CNOMA, NAFW](#); (b) (6) [LT NRC HQ, 00J](#); (b) (6) [OGC, DGC](#); (b) (6) [CIV OGC, DGC](#)
Cc: [Patterson, Robin L CIV NAVSEA, SEA COS](#); (b) (6) [navy.mil](#); (b) (6) [CIV OPNAV, DNS-3](#)
Subject: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:15:00
Attachments: [DON PRIVACY 803 Reporting Template 6-17-14.xlsx](#)
[FY14 Q3 Privacy Complaints Example.doc](#)
[PA QTR Reporting Instructions 6-17-14.docx](#)
Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6577

From: [Dolan, Ginger CIV NAVSEA, SEA 09P](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: 803 Quarterly DON Template FINAL.xlsx
Date: Tuesday, March 26, 2013 8:04:09

Thanks
Ginger

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
Sent: Tuesday, March 26, 2013 8:04 AM
To: Dolan, Ginger CIV NAVSEA, SEA 09P
Subject: FW: 803 Quarterly DON Template FINAL.xlsx

Dear Ginger Dolan:

Our office received the Privacy Quarterly Report from Puget Sound Naval Shipyard, I believe they're suppose to report to NAVSEA. Also noted that they list having five complaints but they did not provide the complaint summary, may need to confirm if the complaints were complaints or breaches.

Sincerely,

(b) (6)
PA/FOIA Support Specialist
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: (b) (6) CIV PSNS, 107
Sent: Monday, March 25, 2013 17:21
To: Patterson, Robin L CIV OPNAV, DNS-36
Subject: 803 Quarterly DON Template FINAL.xlsx

Robin,

Attached is Puget Sound Naval Shipyard's 2nd Quarterly report for your review.

V/R,

(b) (6)
Privacy Act Coordinator
Code 107
(b) (6) Phone
1-360-476-6600 Fax
(b) (6) Navy.Mil

From: (b) (6) [CTR OSD ODAM \(US\)](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Cc: (b) (6) [CIV OSD ODAM \(US\)](#)
Subject: RE: Privacy 1st Quarterly Report 2014
Date: Monday, January 06, 2014 13:42:00
Attachments: [FY13_Q4_Civil_Liberties_Complaints_Example.docx](#)
[803QuarterlyCivilLibertiesTemplate.xlsx](#)
[803QuarterlyPrivacyTemplate.xlsx](#)
[FY13_Q4_Privacy_Complaints_Example.doc](#)

(b) (6),

I apologize, I have Ms. Robin Patterson on my 803 distro list. Should I add you to it as well?

Here is the original email I sent out, and the templates are attached:

Greetings,

Please see the attached templates and sample complaint forms for the Quarterly Privacy and Civil Liberties Compliance Reports due to the Defense Privacy and Civil Liberties Office (DPCLO) NLT Wednesday, January 15, 2014.

If you are a Privacy POC, you may ignore the Civil Liberties files, and vice versa. If you serve in both positions, please complete both the Privacy and the Civil Liberties parts of the report.

Your diligence in completing these reports on time will impact the timely submission to DoD Leaders and Congress. Please be certain to e-mail your completed reports to the DPCLO Mailbox:
osd.ncr.odam.mbx.dpclo-correspondence@mail.mil.

Sincerely,

(b) (6)
Executive Assistant, Axiom Resource Management
Defense Privacy and Civil Liberties Office
Crystal Square 4 (CS4)
241 18th Street South, Suite 101
Arlington, VA 22202
Phone: (b) (6)
Fax: 703-571-0000
<http://dpclo.defense.gov/>

PLEASE NOTE NEW EMAIL ADDRESS:

(b) (6) mail.mil

-----Original Message-----

From: (b) (6) [CIV OSD ODAM \(US\)](#)
Sent: Monday, January 06, 2014 1:32 PM
To: (b) (6) [CTR OSD ODAM \(US\)](#)
Subject: FW: Privacy 1st Quarterly Report 2014

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 [mailto:(b) (6)@navy.mil]
Sent: Monday, January 06, 2014 1:29 PM
To: (b) (6) CIV OSD ODAM (US)
Cc: (b) (6) CTR OSD ODAM (US)
Subject: Privacy 1st Quarterly Report 2014

Dear (b) (6)

I have not receive the email we usually receive about the Privacy Quarterly Report along with the templates. The report is usually due on the 15th of the month. Will the email be coming out soon? I want to ensure that the Navy components have time to get the information to me for consolidation.

Please advise!

Sincerely,

(b) (6)

PA/FOIA Specialist/Analyst-CTR

Department of Navy

P: (b) (6)

F: (202) 685-6580

From: [OSD NCR ODAM Mailbox DPCLO Correspondence](#)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report
Date: Tuesday, March 11, 2014 10:05:36
Attachments: [803QuarterlyPrivacyTemplate.xlsx](#)
[FY14_Q2_Privacy_Complaints_Example.doc](#)

Good morning,

Yes, it will be due on April 15th. I will be sending the mass email on Friday requesting component submissions. I'll be attaching the templates then as well, but I've also attached them here for you. Thanks for being so on top of this!

Sincerely,

(b) (6)
Executive Assistant, Axiom Resource Management
Defense Privacy and Civil Liberties Office
Crystal Square 4 (CS4)
241 18th Street South, Suite 101
Arlington, VA 22202
Phone: (b) (6)
Fax: 703-571-0000
<http://dpclo.defense.gov/>

PLEASE NOTE NEW EMAIL ADDRESS:
elise.g.barnes.ctr@mail.mil

-----Original Message-----

From: (b) (6) [CTR OPNAV, DNS-36 \[mailto:\(b\) \(6\)@navy.mil\]](#)
Sent: Tuesday, March 11, 2014 9:45 AM
To: OSD NCR ODAM Mailbox DPCLO Correspondence
Subject: Privacy Quarterly Report

Dear DPCLO:

I may be premature in asking this but when is the 2nd FY 14 Privacy Quarterly Report due?

I remember it being due on April 15th but I haven't receive any updated templates for the report and wanted to make sure the Navy subcomponents had ample time to complete the reports and submit for consolidation.

Please advise!

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

From: [Dolan, Ginger CIV NAVSEA, SEA 09P](#)
To: [DONFOIA-PA](#)
Subject: RE: Q4 2013 Report
Date: Tuesday, October 15, 2013 11:29:43

(b) (6)

I don't think so thank you I will send you our compiled report tomorrow.

Thanks
Ginger

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 On Behalf Of DONFOIA-PA
Sent: Tuesday, October 15, 2013 10:44 AM
To: Dolan, Ginger CIV NAVSEA, SEA 09P
Subject: FW: Q4 2013 Report

Dear Ginger Dolan:

I didn't know if you're had receive this or not.

Sincerely,

(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6580

-----Original Message-----

From: (b) (6) CIV PORTS, 100L
Sent: Tuesday, October 15, 2013 10:03 AM
To: DONFOIA-PA
Cc: (b) (6) CIV PORTS, 100L
Subject: Q4 2013 Report

Hello,

Attached is the Q4, 2013, DON Privacy 803 Report from the Portsmouth Naval Shipyard.

Best wishes,

(b) (6)

(b) (6), Assistant Counsel
Portsmouth Naval Shipyard
Code 100L
Kittery, ME 03804
(b) (6) Office
(b) (6) Cell

(207) 438-2929 Fax

(b) (6) DSN

(b) (6) navy mil

From: (b) (6) NNVA
To: DONFOIA-PA
Subject: RE: Question on the Quarterly Report
Date: Monday, April 08, 2013 11:37:02

Dear (b) (6) :

Our Echelon II Command would, I believe, be the Legal Office at NNSY, and, yes, it would be a negative report.

Thank you for the information.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:(b) (6) navy.mil] On Behalf Of DONFOIA-PA
Sent: Monday, April 08, 2013 11:00 AM
To: (b) (6) NNVA
Subject: RE: Question on the Quarterly Report

Dear (b) (6) :

The privacy quarterly report capture what System of Record Notices (SORN) were review for this quarter. If your command does not own or maintain any SORNs then you would not have reviewed any SORNs for this quarter, this is what the first tab of the excel spreadsheet is asking. The second tab ask for how many Privacy Act Statements and complaints were reviewed and/or receive this quarter and the last and final tab ask for OMB information. You would have then provided a copy of the report to the echelon II command. The Echeleon II command would have consolidated this information and sent it up to our office.

Per your response though, it sound like you would have a negative report.

Who is your echeleon II Command?

If you have any questions or need further assistance please call,
(b) (6) .

Sincerely,
DONFOIA-PA SPECIALIST
Department of Navy
P: (202) 685-0412
F: (202) 685-6580

-----Original Message-----

From: (b) (6) NNVA [mailto:(b) (6) navy.mil]
Sent: Monday, April 08, 2013 10:11 AM
To: DONFOIA-PA
Subject: Question on the Quarterly Report
Importance: High

Good morning;

I'm the Paralegal at SUPSHIP Newport News, VA, and I have never been involved in this report before. Therefore, I have no idea what I'm looking for or how to fill out the template that was provided. I have no information on any SORN's that have been reviewed, or what should be reviewed this quarter, or anything that even pertains to what I see on the template. The only thing I can tell you is that SUPSHIPNN has not received any complaints of Privacy Act violations to my knowledge, however there seems to be no place on the template to include that information. I am totally at a loss - is there any information you can provide that will help me get this template completed in the manner required?

Thank you,

R/

(b) (6)

Paralegal Specialist

Code 130-B

From: (b) (6)
To: (b) (6) [CTR OPNAV, DNS-36](#)
Subject: RE: Privacy Quarterly Report- Overdue!
Date: Wednesday, July 09, 2014 7:36:38

Hi (b) (6) - negative report from SSP.

Best Regards,
(b) (6); SP1005
SSPHQ CPI/L6S Black Belt & FOIA/PA Officer
WNY Bldg 200; Rm 4600-30
1250 10th St., WNY, D.C. 20374
Office: (b) (6)

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36
[mailto:\(b\) \(6\)@navy.mil](#)
Sent: Wednesday, July 09, 2014 7:16 AM
To: (b) (6) CIV CNIC HQ, N00; (b) (6)@navy.mil;
(b) (6) HMC COMPACFLT, N01H; (b) (6) LN1
FLT CYBERCOM/C10F, N00; (b) (6) CIV FLDSUPPACT, FSA-01A; Erdmann,
Eric; (b) (6) LTJG U. S. Navy Band, Specialty Groups Dept. Head;
Holder, Stacey D CIV NAVFAC HQ, FM; Dolan, Ginger CIV NAVSEA, SEA 00P;
Crowther, Norma CIV; (b) (6) CIV NAVSUP HQ, OLC; (b) (6) CIV
NAVSUP; (b) (6); (b) (6); (b) (6)@navy.mil; (b) (6)
(b) (6) CIV CNRFC, NOOJ; West, Susan CIV CNRFC, N00J; (b) (6)
LCDR CNRFC, N64; (b) (6) CIV OCHR, 08; Seith, Kimberly A CIV NETC,
Legal; (b) (6) CIV OJAG, CODE 13; Clemons, Karen R CIV DON/AA;
(b) (6)@navy.mil; (b) (6) LCDR, N097 DEA; (b) (6)
CDR SECNAV, PA Office; (b) (6) CDR CNOMA, NAFW; (b) (6) LT
NRC HQ, 00J; (b) (6) OGC, DGC; (b) (6) CIV OGC, DGC
Cc: Patterson, Robin L CIV OPNAV, DNS-36; (b) (6) CIV OPNAV, DNS-3
Subject: Privacy Quarterly Report- Overdue!
Importance: High

All,

DNS-36 has not received your command's 3rd Quarter FY14 Defense Privacy Program/Section 803 Quarterly Report via email, which is now overdue. We understand that the holidays made it difficult to get this completed and submitted to us. However, DNS-36 needs your report so we can meet DoD's deadline by the end of the week. Even if your response input is negative, please respond to this email accordingly.

If you need any assistance please don't hesitate to call or email.

Sincerely,
(b) (6)
PA/FOIA Specialist/Analyst-CTR
Department of Navy
P: (b) (6)
F: (202) 685-6577

From: (b) (6) _GRCT
To: [DOWFOIA-PA](#)
Cc: (b) (6)
Subject: PA QTR Report for FY13 Q1
Date: Friday, December 21, 2012 8:54:32
Attachments: [PA QTR Report FY13 QTR 1.xlsx](#)

SUPSHIP Groton's submittal is attached. Basically it is a negative since the only portion that we had any input in the past was the Privacy Act Training Review Report and now in the new template it looks like that has been deleted.

R,

(b) (6)
Code 130S

(b) (6)

"For Official Use Only - Privacy Sensitive:
Any misuse or unauthorized disclosure may result in both civil and criminal penalties"

From: [Alvers, Linda J CIV USFF, N01P](#)
To: (b) (6) [.CTR OPNAV, DNS-36](#)
Subject: USFF Consolidated 3rd Qtr Privacy Report
Date: Tuesday, July 08, 2014 16:20:19

Hi (b) (6)

I'm SO late...I'll send you the actual form tomorrow, but USFF's Consolidated report for 3rd quarter is a SOLID NEGATIVE! No SORN reviews, No complaints!

Linda J. Alvers
USFF FOIA/PA/Admin Coordinator (N01P1)
(Com) 757-836-3630
(DSN) 836-3630
(b) (6) navy.mil